

COMMUNITY RELATIONS PLAN



F.E. Warren Air Force Base, Wyoming

July 2001

**COMMUNITY RELATIONS PLAN
2001 UPDATE**

**F. E. WARREN AIR FORCE BASE
CHEYENNE, WYOMING**

JULY 2001

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ACRONYMS AND ABBREVIATIONS

ATSDR	Agency for Toxic Substance and Disease Registry
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CRP	Community Relations Plan
DOD	Department of Defense
EPA	U.S. Environmental Protection Agency
FEW	F. E. Warren Air Force Base, Wyoming
FFA	Federal Facilities Agreement
FPTA	Fire Protection Training Area
FS	Feasibility Study
HRS	Hazard Ranking System
ICBM	Intercontinental Ballistic Missile
IRP	Installation Restoration Program
NCP	National Oil and Hazardous Substances Contingency Plan
NPL	National Priorities List
NRC	National Response Center
NRT	National Response Team
OBODA	Open Burning/Open Detonation Area
O&M	Operation and Maintenance
OSC	On-Scene Coordinator
OU	Operable Unit
PA	Preliminary Assessment
PCE	Tetrachlorethylene or Tetrachloroethene
PHA	Public Health Assessment
PK	Peacekeeper Missile
ppb	Parts per billion
ppm	Parts per million
PRP	Potentially Responsible Party
RA	Remedial Action
RAB	Restoration Advisory Board
RCRA	Resource Conservation and Recovery Act of 1976
RI	Remedial Investigation
RI/FS	Remedial Investigation/Feasibility Study
ROD	Record of Decision
RPM	Remedial Project Manager
SARA	Superfund Amendments and Reauthorization Act of 1986 (see CERCLA)

ACRONYMS AND ABBREVIATIONS (Continued)

TAPP	Technical Assistance for Public Participation
TCE	Trichloroethylene or Trichloroethene
TDS	Total Dissolved Solids
TRC	Technical Review Committee
TSD	Treatment, Storage, and Disposal Facility
USAF	United States Air Force
USGS	United States Geological Survey
UST	underground storage tank
VOC	Volatile Organic Compound
WDEQ	Wyoming Department of Environmental Quality

1.0 OVERVIEW OF COMMUNITY RELATIONS PLAN

1.1 Purpose of the Community Relations Plan

This 2001 Update to the Community Relations Plan (CRP) for the F. E. Warren Air Force Base (FEW) Installation Restoration Program (IRP) revises the 2000 CRP to address current community concerns. The CRP is mandated by the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), which requires certain community involvement activities as part of the hazardous waste cleanup process. On February 12, 1990, FEW was placed on the National Priorities List (NPL), which is a compilation of sites that must be cleaned up in accordance with CERCLA and SARA. FEW received this designation because the level of contamination of the groundwater at FEW exceeded applicable regulatory standards. Appendix A provides a diagram detailing the CERCLA cleanup process.

The purpose of this CRP is to provide effective communication techniques, promote community understanding of actions taken at the site, and describe the unique community involvement activities for the FEW IRP. Specific goals are to:

- Provide for the exchange of information regarding a wide variety of IRP activities and decisions, including removal actions, the remedial investigation/feasibility study (RI/FS), remedy selection, remedial design/remedial action (RD/RA), and other IRP activities. Methods for exchange of information include the distribution of fact sheets and quarterly status reports to the community directly surrounding FEW.
- Solicit input, comments, and active involvement from the public, elected and civic leaders, and concerned agencies regarding the IRP via the CRP interview process and public meetings.
- Provide a centralized point of contact (POC) for public agencies to express concerns and provide suggestions for developing an effective communications network between the surrounding Cheyenne community and FEW.

The layout of this CRP is as follows:

- Section 1 presents an overview of the CRP and describes its purpose in relation to FEW.
- Section 2 presents the FEW site description as a part of the Cheyenne community and the history of FEW.
- Section 3 presents demographics and community concerns.
- Section 4 presents the goals and objectives of the CRP.
- Section 5 presents the techniques and timing for community relations activities at FEW, including a checklist for public involvement activities.

1.2 Update of the Community Relations Plan

CERCLA requires review and revision of the CRP before RD to ensure that community needs are still being met in an appropriate and efficient manner. Reviewing and revising the CRP is a cooperative effort among environmental management, Restoration Advisory Board (RAB), community members, and public affairs staff directly involved with implementation of the CRP, with advice from legal and other appropriate staff.

In addition to the required updates, FEW periodically reviews and revises the CRP to ensure all current status and activities are accurately reflected and all community needs are addressed.

As with the previous version of this document, the 2001 CRP review addresses the following community involvement issues:

- What are the past activities?
 - Which activities worked and which did not?
 - Are there more effective techniques that should be used?
- What are the current issues, and what issues will be faced in the next year?
 - Are there new issues? (Emphasis should be placed on new issues.)
 - Do current techniques effectively deal with the issues?
- What community groups and individuals are involved?
 - Do current techniques reach and meet the needs of presently involved members of the community?
 - Are there new community members who need to be reached now or in the next year?
- Has there been a change in the level of interest among members of the community?
 - Are there new issues and concerns?
 - Why has there been a change in the level of interest, and is there a need for action?

1.3 Community Relations Plan Guidance

The Federal Facilities Agreement (FFA) under CERCLA Section 120 defines responsibilities, clarifies roles, and provides a schedule for activities to manage the IRP process at FEW in accordance with USAF policy, U.S. Environmental Protection Agency (EPA) Superfund guidance, the Resource Conservation and Recovery Act (RCRA), and the National Oil and Hazardous Substances Contingency Plan (NCP). United States Air Force (USAF), EPA, and the State of Wyoming signed the FFA on September 26, 1991, and the schedule has been modified several times.

Copies of the FFA have been provided to all members of the RAB. In addition, the FEW Environmental Restoration Management Section has a fact sheet describing the FFA for distribution to the public.

2.0 SITE DESCRIPTION

2.1 Site Location and Description

FEW is located on approximately 5,866 acres on the west side of Cheyenne, Wyoming. Figure 2-1 contains a location map of FEW in relation to the State of Wyoming. FEW is bordered by agricultural land, ranches, and residential areas. The facility has served a number of military functions, beginning operation in 1867 as a United States Army outpost named Fort D.A. Russell. The name was changed to Fort F. E. Warren in 1930 and was a major training facility during and after World War II. The facility was transferred to the newly formed USAF in 1947. Beginning in 1958, FEW became a Strategic Air Command Base, serving as an operations center first for the Atlas intercontinental ballistic missile (ICBM), followed by the Minuteman I and III, and finally the Peacekeeper Missile (PK) ICBMs. FEW was part of Air Combat Command from 1992 to 1993, and in July 1993 became part of Air Force Space Command (AFSPC). In February 1998, the Environmental Restoration Management Program became Restoration Management, which is still under AFSPC. Wastes generated at FEW have consisted primarily of spent oils and solvents from equipment cleaning and maintenance operations.

2.2 Environmental Studies

The IRP is a comprehensive Department of Defense (DOD) program to identify, assess, and remediate hazardous waste sites at DOD installations. The IRP focuses on current environmental problems that have been caused by waste handling conducted during past operations. Environmental restoration activities are conducted in compliance with CERCLA and RCRA regulations. Remediation activities and corrective actions are being taken to eliminate the threat posed by previously disposed, potentially hazardous materials. Programs are also being conducted by the FEW Compliance Section to address current and future hazardous waste operations.

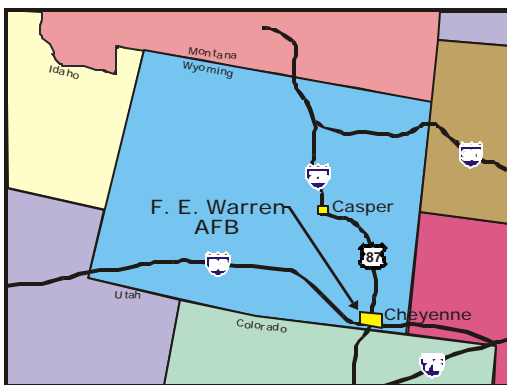
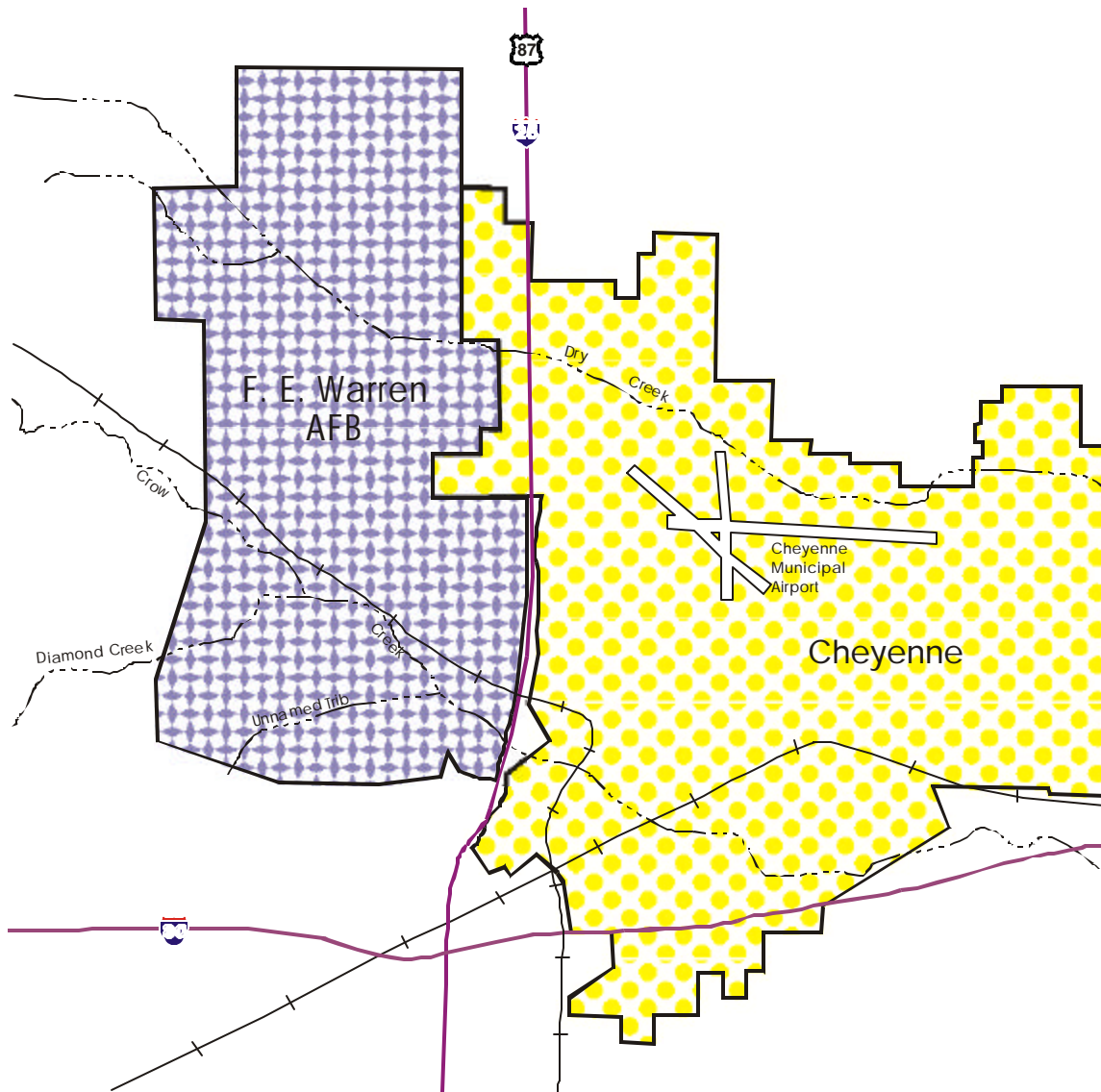
The USAF is implementing the IRP at FEW by taking an active approach to address the sites contaminated by hazardous wastes and substances. Site activities have been conducted or planned to identify, measure, and initiate risk-based cleanups.

2.2.1 Historic IRP Investigations

Phase I

In 1984 and 1985, the USAF (as part of the IRP Phase I) conducted a records search to identify past waste management practices at FEW. This search included contacting community members and past FEW employees to gather historical information. The findings of the IRP Phase I activity were presented in the *Phase I Records Search for F. E. Warren AFB* (Engineering Science 1985), available at local Information and Administrative Record Repositories (see Appendix F for locations). The report identified 14 areas at FEW where hazardous materials might have been used, stored, treated, or disposed of. This report also identified potential groundwater contamination as a major concern.

Figure 2-1
BASE LOCATION MAP
F. E. Warren Air Force Base Wyoming



Site Location Map
F. E. Warren AFB, Wyoming



Scale in Miles

Phase II

Beginning in 1987, the USAF conducted Phase II of the IRP. This phase was called Confirmation/Quantification and included an initial assessment of contamination at the site and a more comprehensive assessment designed to quantify the extent, direction, and rate of contaminant migration. Phase II addressed 18 areas and evaluated surface water quality at the site. The report entitled *Phase II Installation Restoration Program for F. E. Warren AFB* (United States Geological Survey [USGS] 1987)

recommended further investigative work to better define site contamination. Figure 2-2 shows the IRP sites at FEW. Few or no community relations activities were conducted during this stage of the IRP.

2.2.2 Remedial Investigation and Feasibility Study

The Remedial Investigation (RI) and Feasibility Study (FS) are two distinct but related studies. The FS usually begins toward the end of the RI process with some of the activities from each phase occurring concurrently; together they are referred to as the RI/FS.

The RI/FS is intended to:

- Gather data necessary to determine the type and extent of contamination at the site,
- Establish criteria for cleaning up the site,
- Identify and screen cleanup alternatives for remedial actions (RA), and
- Analyze the types of technologies available and costs of the remedial alternatives.

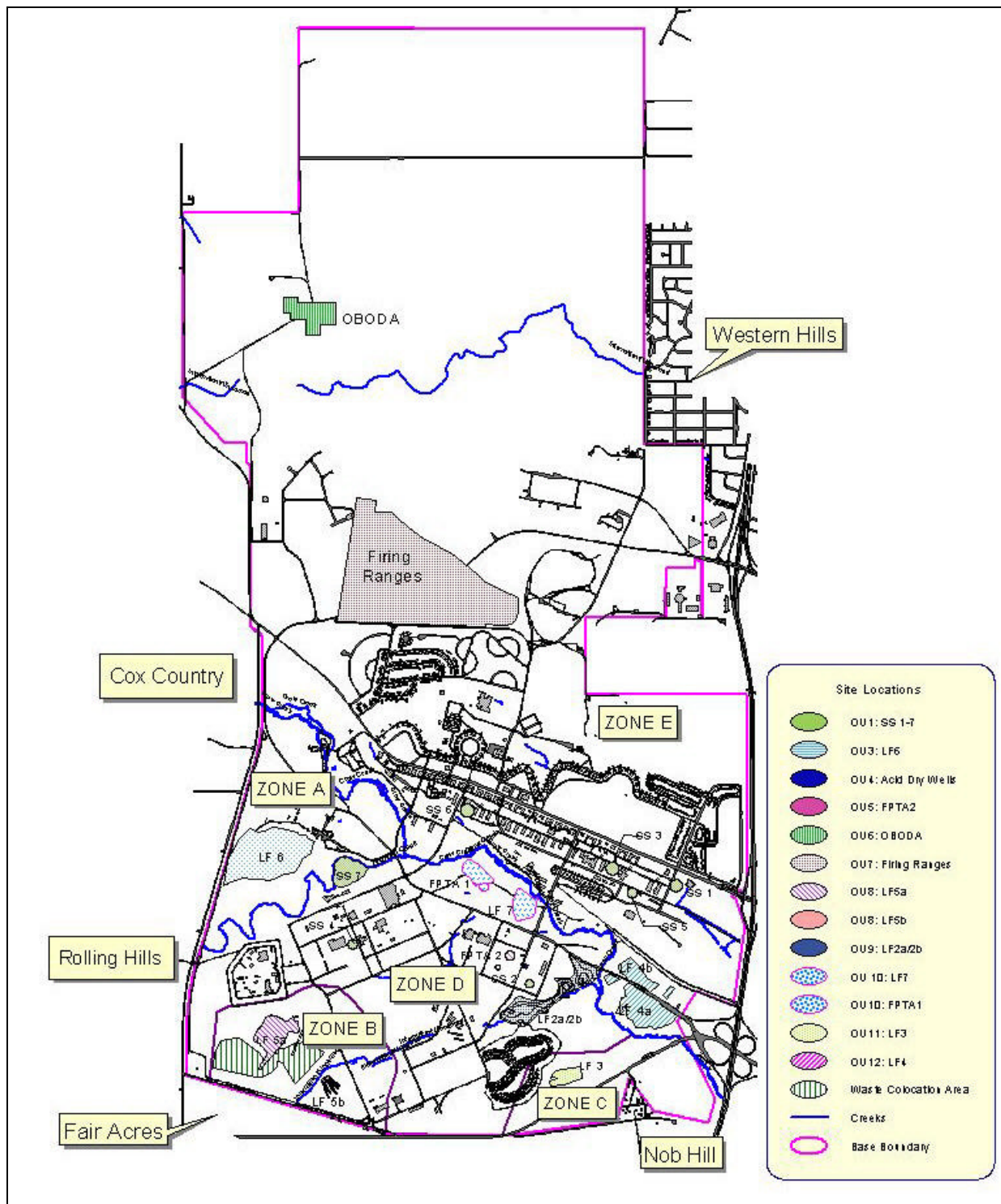
Basewide IRP Remedial Investigation

A final IRP RI report was issued in 1991 and is entitled *Remedial Investigation for F. E. Warren AFB, WY Administrative Report for the Installation Restoration Program* (USGS 1991). The report describes a soil and water sampling program to identify areas of potential contamination. This report can also be found in the Information and Administrative Record Repositories (see Section 4.3.1). Sites identified for further evaluation following the basewide RI effort included seven reported spill locations, two Fire Prevention Training Areas, six inactive landfills, a battery acid disposal well, inactive firing ranges, an open burning and open detonation area, and plumes of contamination in groundwater. These sites have subsequently been sub-divided into zones for investigation purposes. (See Section 2.2.3 and Figure 2-2 for an explanation of the Zones.) Zones A, B, and C Final RI and FS Reports are completed and the RD for each zone is currently ongoing. The RI/FS Work Plans for Zones D and E have been completed and the field work is currently ongoing.

Contaminants of Concern

Contamination from trichloroethene (TCE), gasoline, oils, hydraulic fluid, ethylene glycol, and battery acid was found in the groundwater and soil. The major contaminant of concern is TCE, which was used at FEW in the past as a degreaser solvent. The potential for TCE contamination in the groundwater, and the health effects associated with the contamination of drinking water are major concerns of the community as revealed in community interviews. The IRP investigations indicate that shallow TCE-contaminated groundwater discharges into Crow Creek. The solvent TCE was found intermittently in surface water samples at various locations. Further monitoring is continuing to confirm sources of contamination.

Figure 2-2
IRP Site Location Map
F. E. Warren AFB, Wyoming



Community Relations Activity Implemented

The basewide RI was made available to the public in May 1991 and placed in the Administrative Record at the Laramie County Library and FEW. During the RI, community relations activities conducted included establishment of the Information Repository/Administrative Record, community interviews, issuance of news releases and fact sheets, establishment of the Technical Review Committee (TRC) that became a Restoration Advisory Board (RAB) in 1995, provision of information on the Technical Assistance for Public Participation (TAPP, at which time the public was not interested), and preparation of a formal CRP. During the FS, the USAF will maintain contact with concerned and affected members of the community. For further information on these activities (such as the RAB, quarterly status report, and public and informal meetings), please see Section 5.0.

2.2.3 Operable Units and Investigation Zones Strategy

Based on results from the basewide RI, the FEW IRP sites were grouped into operable units (OUs) to facilitate and streamline cleanup. OU groupings were based on site type, location, and projected response actions. OU-specific RIs were performed at FEW in the early 1990s. Details on the scope of each investigation and results obtained are presented in several OU-specific RI reports. These reports are contained in the IRP Administrative Record for public review. The latest update of the FEW *Management Action Plan* also summarizes environmental contamination and cleanup status of the various sites and OUs.

Following a comprehensive review of the IRP in 1997, the FEW IRP Project Team adopted a zone-specific strategy for further environmental investigation. Five zones were established based on similarities and relationships with respect to site or contaminant types, cleanup requirements, site locations, impacted environmental media, time frames for action, and priorities. Zones were given letter designations from A through E, as shown on Figure 2-2. The Firing Range site was originally placed in Zone E, but was subsequently removed and placed in a separate OU. Grouping sites in this manner will streamline project programming, funding, investigation, remedy selection, and cleanup. Master schedules developed for the program show significant reductions in total cleanup time based on the current zone and OU strategies. Whenever possible, further environmental investigation will proceed according to zones, and restoration and closure will be organized and implemented by OU.

2.2.4 FEW Response to Potential Groundwater Contamination

The potential for TCE and other hazardous waste contamination in the groundwater surrounding FEW is the most sensitive issue identified in previous community interviews associated with the entire IRP/Superfund process. Residences in Fair Acres, Rolling Hills, and Cox Country depend on private wells for drinking water. Drinking water for FEW, as well as the Western Hills neighborhood, is obtained from the City of Cheyenne, Wyoming. The city water supply is derived from a series of collection lakes in the Snowy Range mountain range.

Nob Hill Water Supply:

Actual or threatened releases of contamination from FEW posed a potential threat to the public health and environment. To respond to well owners' concerns raised during the 1990 interview process, arrangements were made with the City of Cheyenne, the Laramie County Division of Environmental

Health, and the Wyoming Department of Environmental Quality (WDEQ) for individual well sampling. Sampling showed low levels of TCE contamination in some of the wells. FEW implemented a remedy by extending the City of Cheyenne's water supply system through construction of an additional water supply line to the Nob Hill residential area. The city water connections were completed to all full-time residents where plumbing was adequate to handle connections. If plumbing was inadequate at the residence, the USAF provided the water line as close as possible on the property or at the property line.

Currently, the residents of Fair Acres, Cox Country, and Rolling Hills use wells for drinking water, as do some residents in the mobile home parks on Missile Drive and homes off of Westland Road. Interviews revealed that some Nob Hill residents prefer well water, but accepted City of Cheyenne water out of necessity. Some of the interviewees asked whether there will be testing in the future; the answer is undetermined at this point.

SS7 Reactive Wall:

Construction of a passive iron filings reactive wall has also been completed at SS7 to reduce shallow groundwater contamination to Diamond Creek next to the site. This system is designed so that, as groundwater flows through the wall, the iron in the wall reacts with the TCE in the groundwater to produce non-toxic by-products.

Community relations activities conducted during the projects included distribution of periodic fact sheets, public meetings, and a public comment period on the Proposed Plans. The Proposed Plan provides a brief summary of all of the remedial alternatives studied and highlights the key factors that led to the identification of the preferred alternative. Copies of the Proposed Plans were also distributed to the RAB. Advertisements concerning the public meetings, Proposed Plan, and comment period were published in the *Wyoming Tribune-Eagle* and the *Casper Star-Tribune*. Channel 5 KGWN television station also announced the public meeting and comment period. Responding to these concerns and conducting the environmental studies are the driving forces behind the community relations activities listed in this section.

2.2.5 Other Cleanup Actions

Although investigation continues at many of the FEW IRP sites, cleanup actions have been and are being implemented at the base. These actions are implemented with regulatory agency concurrence to mitigate imminent risks to human health and the environment, to remove residual contamination, and to eliminate further contaminant migration and exposure.

In addition to installation of the water line to Nob Hill, the following actions have been implemented:

- Landfill 2a/2b: All waste was removed to prevent further contamination of groundwater. All non-hazardous waste removed from the landfills was transported and placed in the newly constructed waste colocation area (WCA) located adjacent to LF5a at FEW. Upon placement, the waste was covered with the same cover system in place at LF5a. Following restoration, the site will allow unrestricted development. Consolidating the waste from various landfill units on base into the WCA results in cost savings over disposing the waste at an off-base facility. Additionally, by consolidating the waste into a single location, long-term operations and maintenance costs are reduced over leaving the waste in place.
- Landfill 2c: All waste has been excavated to prevent potential contamination of groundwater and surface water. Non-hazardous wastes were transported to the Weld County Landfill in Colorado. A

small amount of lead contaminated soil was classified as hazardous waste and transported to the Safety Kleen facility in Grassy Mountain, Utah, for proper management.

- Landfill 3: All waste was removed to prevent further contamination of groundwater. All non-hazardous waste removed from the landfills was transported and placed in the newly constructed WCA located adjacent to LF5a at FEW. Upon placement, the waste was covered with the same cover system in place at LF5a. Following restoration, the site will allow unrestricted development
- Landfill 5a: A cap was constructed to reduce infiltration and minimize the downward migration of contamination.
- Landfill 5b: All waste was removed to prevent further contamination of groundwater. All non-hazardous waste removed from the landfills was transported and placed in the newly constructed WCA located adjacent to LF5a at FEW. Upon placement, the waste was covered with the same cover system in place at LF5a. Following restoration, the site will allow unrestricted development
- Landfill 6: A cap was constructed to reduce infiltration and minimize the downward migration of contamination.

Community acceptance is one of nine criteria established by CERCLA for use in evaluating and selecting the most appropriate removal and remedial option for each site. To assess community acceptance of proposed actions and provide an opportunity for public input, a variety of community relations activities have been and will continue to be completed as part of the interim action selection and implementation process. Specific community outreach and involvement efforts during remedy selection included development and distribution of fact sheets, notices, public meetings, public comment periods, and preparation of responsiveness summaries to address community input.

Investigations will continue to study contamination and risks so that final remedies or interim actions can be evaluated. All appropriate community relations actions will be implemented as an integral part of future investigation, remedy selection, and remediation activity. Specific community relations requirements are outlined in Section 5.2 of this CRP for ongoing reference by the IRP Project Team at FEW.

2.2.6 Public Health Assessment. In 1999, the Agency for Toxic Substances and Disease Registry (ATSDR) conducted a public health assessment (PHA) at FEW to evaluate exposure pathways and to respond to community concerns about past, current, and potential future exposures to contaminants originating at FEW. In performing the PHA, ATSDR reviewed available data from FEW, EPA, the State of Wyoming, and the City of Cheyenne. ATSDR also spoke with community members about their health concerns. The conclusion of the review is that the base poses no apparent public health hazard, as documented in the Public Health Assessment Report (U.S. Department of Health and Human Services, 9 December 1999).

3.0 COMMUNITY BACKGROUND

3.1 Population and Employment

Based on the 2000 census, Laramie County had a population of 81,607 which represents an 11% increase (1.1% annually) from the 1990 census count of 73,142. The 1990 census figures for Laramie County represents an increase of approximately 1 percent annually from the 1980 population of 68,649; population in the county grew at a rate of approximately 2 percent annually between 1970 and 1980. Growth rates for Cheyenne during the same time periods showed an annual growth rate of 1.4 percent between 1970 and 1980 (41,254 to 47,264). The 1990 census reported a population of 50,008, and the 2000 census figures reported a 6% increase to 53,011 residents of the city.

Conversely, population at FEW has declined since 1970. The 1980 census indicated a drop from 4,527 base residents in 1970 to 3,627 residents in 1980, or a loss of 2.2 percent annually. The most current figures (1998) for FEW indicate a population of 3,650.

The U.S. Bureau of Labor Statistics reported the December 2000 unemployment rate for Cheyenne at 2.9%, this was down from 3.7% for the same time period one year ago. The unemployment rate for the State of Wyoming was 3.7% and 4.4% respectively. Based on 1997 information from the Bureau of Labor Statistics, employment by sector data for Laramie County, the largest employers by industry are trade (21.7 percent); services (20.4 percent); local government (12.5 percent); mining and manufacturing (10.2 percent); state government (8.7 percent); military (8.6 percent); federal government (6.1 percent); transportation and public utilities (6.1 percent); and finance, insurance, and real estate (5.1 percent).

3.2 Identification of Major Stakeholders and Key Issues

During the 1997 interview process, groups and individuals were solicited who had an interest in or who might be affected by the IRP process at FEW. Some of the groups were contacted based on their proximity to contamination; others were contacted who had interests and concerns regarding potential effects of the cleanup process. The following summary is not intended to cover all issues, concerns, or groups within the greater Cheyenne community, but rather to focus on key issues related to the IRP process. The sections below discuss the groups that were contacted during interviews regarding community involvement and outreach at FEW. For a list of civic and community groups and their addresses, please see Appendix B. More detailed results of the 1997 community interviews and concerns can be found in Appendix C. For the 2001 update to the CRP, interviews were not conducted, since community concerns have not notably changed, based on participation and feedback during recent RAB meetings and other public meetings. The need for interviews will be reevaluated annually.

3.2.1 Nob Hill

Nob Hill is a small civilian neighborhood that borders FEW to the southeast (see Figure 2-2 for locations of Nob Hill, Fair Acres, Cox Country, Rolling Hills, and Western Hills). Mobile homes owned by long-term residents tend to predominate. Interviews revealed that the neighborhood residents appear to have close social ties and do not tend to focus or rely on the larger Cheyenne community. Several neighborhood meetings have been held with Nob Hill residents, for which FEW sometimes provided bus transportation.

Concerns of Nob Hill Residents

- **Water Quality:** Previous to well testing at Nob Hill in 1994, Nob Hill residents relied on private wells for drinking water. These residents expressed concern about their drinking water supply. Contacts in the past by FEW and the City of Cheyenne resulted in the recommendation to provide potable water to Nob Hill by extension of a nearby city water main (see Section 2.2.4 for more information regarding the water line extension). All Nob Hill wells were tested in early 1994, and residents were placed on bottled water. TCE, nitrates, and tetrachloroethene (PCE) were found in the groundwater in this area. A meeting was held on September 28, 1994, to explain the EPA Risk Assessment Report and the results of the water samples. Another neighborhood meeting was held November 9, 1994, to discuss alternative water sources for Nob Hill. All city water connections have been completed to all full-time residents where plumbing was adequate to handle the connections. If plumbing was inadequate at the residence, the USAF provided the waterline as close as possible on the property or at the property line of the residence. The most recent interviews revealed that water quality is no longer a major concern, and residents are satisfied to use either city or well water.
- **Water Drainage:** 1997 interviews revealed that residents are concerned about stagnant water pooling as a result of the water line extension. Mosquito infestation due to the standing water was also a problem during the most recent interviews. FEW personnel report that the pooling water was an issue in the area prior to the water line extension, and that the water line extension project actually improved drainage in some areas and reduced the problems of pooling water.
- **Property Values:** In the 1990 interviews, residents were strongly concerned about their property values. This concern was also expressed in the 1997 interviews.
- **Land Management:** Because the neighborhood is bordered by FEW, concern was expressed in the 1990 interviews about any land management decisions FEW might make as part of the cleanup process. The neighborhood is directly affected by even minor changes in land management and use of adjacent FEW land.
- **Annexation:** In the 1990 interviews, Nob Hill residents were very concerned about the possibility of being annexed by the City of Cheyenne. This concern was not expressed in the 1997 interviews.

3.2.2 Fair Acres

The Fair Acres civilian neighborhood relies on private wells for drinking water. Fair Acres is located at the southwest corner of FEW directly across Military Road from the south boundary. The community is a mixture of standard homes, modular homes, and mobile homes. Residents of Fair Acres appear to have close social ties within the neighborhood and tend to be long-term residents. Proximity to FEW is “a fact of life here,” as one resident expressed it. Community members in the 1990 interviews mentioned that having the opportunity for interaction on mutual FEW and Fair Acres issues, such as fire protection and response to emergency situations, was very positive and productive.

Concerns of Fair Acres Residents:

- **Water Quality:** FEW tested wells in Fair Acres in December 1990 and documented the existence of TCE and nitrates. In some cases, nitrate concentrations were found to exceed the Federal Drinking Water Standard. However, the contamination is not believed to have originated from FEW. Sampling was also conducted from June 1991 through July 1992. Residential wells in the Fair Acres

neighborhood were sampled again in 1994. During a neighborhood meeting on August 3, 1994, the USAF explained why additional sampling was necessary. During this time, all Fair Acres residents received bottled water. Upon completion of this sampling session, another neighborhood meeting was held on November 30, 1994. At that meeting, it was determined that the delivery of bottled water would be discontinued as of December 15, 1994, because the drinking water in most residences did not exceed the federal contaminant levels. However, one Fair Acres residence did have a significant level of TCE, and three residences had detectable TCE levels. Five other residences had high levels of nitrates. These residents continued to receive bottled water. Another meeting was held to explain to residents that the contamination was not coming from FEW (USAF 1995).

- **Property Values:** In both the 1990 and the 1997 interviews, residents mentioned their concerns for property values.
- **Annexation:** In the 1990 interviews, Fair Acre residents were very concerned about the possibility of being annexed by the City of Cheyenne. This concern was not expressed in the 1997 interviews.

3.2.3 Cox Country

Cox Country is a civilian neighborhood that borders FEW to the southwest just north of the Rolling Hills community, with a majority of standard homes and a few modular homes. Cox Country community members in the 1990 interviews were concerned about annexation from the greater Cheyenne community.

Concerns of Cox Country Residents

- **Water Quality:** Interviews from 1990 and 1997 revealed that water quality is the major concern of the Cox Country community regarding the FEW cleanup. Environmental effects such as wildlife and vegetation contamination as a result of the cleanup were also stated in the 1997 interviews as concerns.
- **Property Values:** In both the 1990 and the 1997 interviews, residents mentioned their concern for property values.

3.2.4 Rolling Hills

The civilian community of Rolling Hills is located just south of the Cox Country neighborhood on the southwest perimeter of FEW. The 1990 interviews revealed that community members were concerned about being annexed by the City of Cheyenne.

Concerns of Rolling Hills Residents

- **Water Quality:** Water contamination was a major concern mentioned in both the 1990 and 1997 interviews.
- **Property Values:** Rolling Hills residents from both the 1990 and 1997 interviews stated that this is a concern.

3.2.5 Western Hills

This civilian neighborhood is located to the east of FEW and is predominantly made up of homes served by city water. Interviews conducted in this neighborhood revealed that some members of the community are or were employed at FEW. Interviews also showed very little overall concern for the FEW cleanup.

Concerns of Western Hills Residents

- **Water Quality:** Residents, particularly those with private wells used for irrigation, were concerned with water contamination in previous interviews. The 1997 interviews revealed very little concern for water contamination due to the neighborhood's city water connection. However, residents have stated their concern for health issues related to diseases such as lupus and cancer.
- **Tumbleweeds:** Past activities at the FEW borrow area near this community have generated interest among the community, especially concern with regard to the persistence of tumbleweeds.
- **Dust:** In January 1999 the ATSDR conducted public availability meetings in the communities surrounding FEW. During these meetings residents of Western Hills expressed a concern over the possibility that dust from the FEW borrow area may adversely affect the health of the residents. Air sampling was conducted during field activities, and results indicated no adverse impacts from the dust to the Western Hills neighborhood. After a detailed review of available information the ASTDR concluded that the dust did not pose any apparent public health hazard. (U.S. Department of Health and Human Services, 9 December 1999).

3.2.6 Carlin Heights

The Carlin Heights Housing Unit (265 housing units) for enlisted personnel is located near the former Landfills 2 and 3. The housing unit is located near a TCE-contaminated groundwater plume. However, there is little concern for the contamination because the City of Cheyenne supplies the drinking water to FEW. The housing units are large by FEW standards and have many children. Residents have a turnover rate of three years or less, and the housing unit does not appear to serve as a focus for social activities.

3.2.7 FEW Barracks

Four occupied barracks at FEW (Buildings 835, 836, 838, 839) are located near a plume of contaminated groundwater. Building 838 has 78 single occupancy rooms. Building 839 has 54 double occupancy rooms; however, currently no one shares a room in this building. Building 836 has 54 double occupancy rooms (108 beds), and Building 835 has 52 double occupancy rooms (104 beds). These buildings are at approximately 90 percent occupancy. These barracks are occupied by single enlisted personnel and have a relatively high turnover rate. They do not serve as a center for work or social activities.

3.2.8 West and Southwest Cheyenne

This area is adjacent to FEW Gate 1 and consists of a mixture of homes, mobile home parks and businesses. One mobile home park uses well water for drinking water, as do some communities adjacent to Crow Creek. Another mobile home park uses well water for irrigation. Private well owners in some of the older homes adjacent to the eastern border of FEW have been using shallow wells for landscape irrigation around their homes for decades. In the early 1990s, storm drain water was diverted to avoid potential flooding and had the potential to affect water quantity and sediment in wells. The subsequent

rapid mobilization of concerned citizens surprised local officials and is the basis for the need to keep this group informed. Their concern, as demonstrated in the 1990 interviews, is water quantity, not water quality. Should water quality become an issue, this community has demonstrated the ability to provide immediate input and assistance to FEW in dealing with the proposed cleanup measures.

3.2.9 Businesses in Cheyenne

The business community of Cheyenne and FEW interact through the Chamber of Commerce Military Affairs Committee and the Civilian Advisory Council. Its major interaction is to further good relations between military and civilian sectors and to facilitate the participation of the military in civilian activities. This network maintains an unofficial liaison in matters of mutual interest through a wide variety of events and activities within the community. These are the groups to which the USAF is most closely linked in the community. A concern expressed in the 1990 interviews by all business contacts was that the level of community concern not be overstated. However, this concern was not expressed in the 1997 interviews.

3.2.10 Wyoming Peace Initiative

The Wyoming Peace Initiative (formerly Wyoming Against MX) is an organization originally formed to protest the deployment of the MX missile at FEW. They monitor the USAF activities and have shown an interest in contamination problems at FEW. Access to FEW information was a major concern of this group in the 1990 interviews, but not in the 1997 interviews.

3.2.11 Laramie County Resources Council

The Laramie County Resources Council operates as an independent grassroots political organization that carefully marshals its resources in coordination with other local groups to pursue issues that it believes government or other organizations are not devoting attention to. It is involved in promoting recycling, for example, but would become a focal group if it did not feel the community was involved in the IRP process. The group is county wide and appears to work in close cooperation with the Powder River Basin Resources Council, which is involved in similar issues over a larger geographic area. At this time, they are not largely involved in the community process regarding the FEW cleanup.

3.2.12 Crow Creek Greenway Project

The Crow Creek Greenway Project was established in the early 1990s by local residents to develop Crow Creek as a parkway area with bicycle paths, walkways, landscaping, and pollution cleanup from the southeast corner of the FEW boundary through a portion of Cheyenne. Its major concern about the IRP process is water quality and flow for fishing. Actions taken at FEW are viewed positively according to previous interview responses; however, major environmental obstacles to the completion of the project remain where the stream flows through Cheyenne. This group will continue to monitor and be involved in FEW cleanup efforts. Efforts have been taken by the USAF to involve this group by inviting members of this group to IRP meetings.

3.2.13 Other Groups

Conservation and environmental groups within the county tend to operate cooperatively with similar groups. They were carefully monitoring the situation during the 1990 interviews, but are not largely involved now. All federal, state, and private local environmental and conservation groups interviewed in 1990 cited the positive efforts made by the USAF on conservation and environmental issues as being

appropriate. Fish and wildlife enhancement cooperation related to antelope and fisheries at FEW were cited in the 1990 interviews as examples of the USAF's positive efforts.

3.3 Previous Community Relations Activities

3.3.1 Public Involvement Activities: 1985—1995

Beginning as early as 1985, news releases and articles in the Cheyenne and FEW newspapers were a part of the initial IRP process. Briefings were provided to congressional staffs, the Governor, the mayor, federal agencies, Wyoming State departments, and local government officials directly responsible for resources potentially affected by the IRP process. Presentations were made to various community groups such as the Optimist Club, Military Affairs Committee, Civilian Advisory Council, Society for American Military Engineers, and Wyoming Peace Initiative (formerly Wyoming Against MX). A speakers' bureau was established, and representatives from the IRP gave talks to community organizations. Information was disseminated at FEW through (1) the Commander's Call, reaching all enlisted personnel through the command structure; and (2) articles in the FEW newspaper and quarterly status reports, distributed at FEW.

An environmental display was presented in July 1990 and again in May 1991 in the Base Exchange Mall. Pictures of all IRP sites were displayed. Site-specific fact sheets, environmental brochures, and EPA literature were made available. An environmental display was presented at the FEW Family Camping area during the Earth Day 1995 celebration on April 22, 1995. Several visitors added their names to the IRP Status Update Mailing list.

3.3.2 Historical Interviews

The first FEW CRP was written in January 1992; this plan was subsequently updated in 1993, 1995, 1998, and 2000 to reflect current information on the FEW environmental program and changing community concerns. Community concerns presented in the 1992, 1993, and 1995 versions of the CRP were based on interviews conducted in 1990. Interviews were performed in August 1997 to obtain community input for development of the 1998 CRP update. This information, along with information from the January 1999 ATSDR interviews, was also used for the 2000 and 2001 update.

The initial process was designed to tailor the CRP to local concerns, needs, and conditions. This process began in February 1990 with interviews of a former FEW commander and a concerned citizen, both of whom were involved in a variety of groups within the community. Interviews were also held at the regular March meeting of the Wyoming Peace Initiative (formerly Wyoming Against MX), attended by ten members of the group, four USAF representatives, two EPA representatives, and one state official working on the IRP process at FEW. These initial public contacts focused on identifying critical public concerns.

The first interview of the renewed community involvement effort was held with a state official on October 5, 1990, with the USAF, EPA, and Bureau of Reclamation representatives present. This interview served as a pretest for the discussion guide, and slight revisions were made as a result of input from all three agencies. The quarterly status report on the IRP process was prepared in fact-sheet format and included a brief description of each of the sites. The purpose of the quarterly status report was to provide information and a basis of discussion for those who might not have heard of the IRP. The fact sheet included an installation map with the sites and key features of FEW and designated adjacent areas.

Most interviews took place between October 24, 1990, and November 9, 1990, with a few follow-up interviews and telephone conversations continuing into December. However, it was recognized that issues and concerns would change and public involvement would shift over time. Therefore, mechanisms to maintain USAF contact with the community groups and make CRP revisions in a timely manner were made an integral part of the IRP process.

During the interview process, it was recognized that some neighborhoods located on the south boundary of FEW depended on domestic wells for drinking water. Special emphasis was placed on interviewing these residents. Some irrigation well owners elected not to be interviewed because they did not believe they were directly affected by the subject activities.

Thirty-eight interviews were conducted with 56 people representing either themselves or 20 groups within the area. Some interviews were conducted with individuals who represented more than one group (e.g., a state or federal employee who may be an officer of a conservation group). Other interviews were conducted with groups as a whole. WDEQ, the City of Cheyenne, and Laramie County Health were particularly helpful in accompanying interviewers where members of the public needed the assurance of local representation. Three congressional staff people were also interviewed. The USAF (due to its unified command, communications, and control structure) was represented by only one interview. The on-base housing areas (three enlisted barracks for singles and a 265-unit housing area) were represented in six interviews. Three non-DOD federal agencies with programs potentially affected by the IRP process were included. Five state agencies and two city/county departments with direct involvement were also interviewed.

During the 1990 community interviews, respondents were largely concerned about keeping the community informed and involved. Most community members interviewed in 1990 had few concerns and were satisfied with the cleanup process at FEW. Most of these interviewees were also satisfied with the level of communication between FEW and the community.

Surveys were sent to Nob Hill residents in April 1995 to determine whether they wanted to be connected to a public water supply at the USAF's expense. The majority of residents wanted the connection to City of Cheyenne water but did not want to sign an annexation agreement with the city. Also in April 1995, a survey was mailed to the 26 members of the RAB to get input on how the RAB can better serve the community. The RAB is a group consisting of the USAF, agency, and community members involved in addressing site cleanup issues.

During the 1998 CRP update, five neighborhoods that border or are near FEW boundaries were selected for community interviews, as shown in Table C-1 in Appendix C. A total of 22 individuals were interviewed from the five neighborhoods. Federal and state officials/agencies and RAB members were also contacted for interviews. Also in January 1999 the ATSDR conducted community interviews as part of their PHA for FEW.

3.3.3 Summary of Interview Results

Public Opinion on FEW Community Involvement

In the 1997 interviews, 14 out of 22 community members felt that they were receiving adequate information and could get more involved if they desired. Few respondents were familiar with the RAB and thought that FEW needed to find ways of letting the public know about it, as well as information

repositories, and suggested placing advertisements in the quarterly status report. This suggestion was subsequently incorporated.

ATSDR Public Health Assessment Interviews

During the January 1999 PHA interviews, the ATSDR identified three health concerns from communities adjacent to FEW. These concerns were: dust blowing from the active borrow area on the north side of the base into the adjacent Western Hills neighborhood; contamination of private wells by VOCs and metals in the Nob Hill and Fair Acres subdivisions; and recreational use of Landfills 2 and 3. Through a detailed review of available data and exposure information, the ATSDR determined that the health concerns identified by the public pose no apparent health hazards to the surrounding community (U.S. Department of Health and Human Services, 9 December 1999).

Public Concern Regarding the FEW Cleanup Process

Community members in neighborhoods most likely affected by FEW activities expressed concern about a variety of issues regarding the cleanup. Based on the interviews, water quality and health concerns were the biggest and most frequent of public concerns. Other concerns in order of rank included property value, the environment, tumbleweeds, water drainage, cleanup effectiveness and cost, radioactive waste, testing frequency, and historical uses of FEW. Overall, the majority of community members were satisfied with the cleanup process and the level of communication between FEW and the community. One person interviewed stated that he had no concerns with FEW cleanup activities. See Appendix C for a more detailed list of interview results, including RAB and agency responses.

3.4 Comparison of Results of Historic Interviews

The level of concern regarding the cleanup appears to have dropped since the 1990 interviews. However, key concerns for community members have not changed since the 1990 interviews. Health, water quality, and property value issues were the major concerns for community members interviewed in both 1990 and 1997. A few issues from the 1990 interviews, such as soil contamination and economic issues regarding FEW employment, were not mentioned in the 1997 interviews. A more detailed evaluation of differences between these interviews can be found in Appendix C.

4.0 HIGHLIGHTS OF THE COMMUNITY RELATIONS PLAN

4.1 Goal

The goal of the FEW CRP is to maintain a two-way channel of effective communication between the community; the various federal, state, and local agencies; and FEW. Through community interviews, public meetings, and information repositories, the public will have the opportunity to voice its concerns about site actions at various critical points in the cleanup process.

4.2 Objectives

Objectives for the FEW CRP are to:

- Explain to the public that local community and FEW personnel health issues are of paramount concern to FEW,
- Inform local residents; FEW personnel; civilian employees; and federal, state, county, and local officials in a timely manner of activities, findings, and actions related to the IRP, including removal actions, the RI/FS, remedy selection, RD/RA, and other IRP activities,
- Provide local community residents; personnel; and federal, state, and local regulatory officials an opportunity to review and comment on studies being conducted at FEW and on any recommended additional studies, RA alternatives, and decisions,
- Fulfill FEW and neighboring communities' information needs and address citizen inquiries via prompt release of factual information through the media and other information dissemination techniques,
- Respond effectively to the needs of the media by providing timely responses to inquiries and requests for interviews and briefings, thereby resulting in fair and accurate reporting of IRP activities,
- Create and maintain, through an active public affairs program, a climate of understanding and trust aimed at providing information and opportunities for comments and discussion, and
- Provide a single entity to disseminate information on matters regarding the progress of IRP activities at FEW.

4.3 Summary of Ongoing Community Relations Activities

The most significant issue identified in the August 1997 interviews was health effects from potentially contaminated drinking water. Drinking water for FEW is obtained from the City of Cheyenne, Wyoming. Nob Hill, Fair Acres, Cox Country, Rolling Hills, and areas in West Cheyenne are located adjacent to FEW and depend on private wells for drinking water. For these communities, direct mailings and direct personal contact with members of the neighborhoods must be used to keep them informed of the IRP/CERCLA activities.

Nonmilitary members of the community may be reached by direct mailings. Press releases appear to work well for some segments of the public. Display advertisements must be placed in the Cheyenne newspaper.

4.3.1 Information Repositories

Information is disseminated at FEW through (1) the Commanders Call, which reaches all enlisted personnel through the command structure, and (2) articles in the FEW newspaper and the quarterly status report.

An Administrative Record Repository containing documentation of the IRP/CERCLA process was established in October 1989 and is maintained at the following location:

Laramie County Library
Reference Section
2800 Central Avenue
Cheyenne, WY 82001
Phone (307) 634-3561

This record is maintained, as required in EPA guidelines, by Environmental Restoration Management and is updated at least on a quarterly basis. .

When individuals indicate an interest in the IRP process, request information, or request being placed on the mailing list, they will be asked if they have a particular interest in a given OU. An example would be any cleanup activity within sight of a particular housing area.

Some OUs may be of obvious interest to special groups, and special efforts will be made to reach these groups through public briefings. If interest is shown by a service group or during special public briefings, small meetings may be warranted. Efforts will be made to use an established group's normal meeting place and time. Efforts were made by the USAF to involve the Crow Creek Greenway Project in meetings that concerned work near Crow Creek on FEW. Invitations were sent to members of the group of the Crow Creek Greenway Project whenever such meeting occurred. To meet with interested, but unorganized groups, informal locations such as the county library or a private home are used whenever possible. The community-wide business network among the Civilian Advisory Council, Military Affairs Committee, and Chamber of Commerce will be kept informed through the RAB.

As a general rule, no reports will be cited or released until they are finalized. Draft reports are not usually released because of the potential for extensive revisions that could be made to the document after EPA and state review. However, the public can obtain information at RAB meetings regarding potential activities planned for sites. If the media or other individuals ask for advance copies of the report, they will be told when the reports will be available and provided the material at the earliest possible date.

Documents concerning selection of remedies at sites are made available to the public for comment in accordance with guidelines established by the FFA, NCP, CERCLA, and the *EPA Community Relations in Superfund: A Handbook* (EPA 1992).

4.3.2 Restoration Advisory Board

The TRC was operational from May 1988 to January 1995 until it was replaced by the RAB. Procedures to establish the TRC began in November 1987, and the first meeting took place in May 1988. Meetings were held quarterly until the final TRC meeting on January 18, 1995.

The purpose of the TRC was to review and comment on DOD actions and proposed actions with respect to releases or threatened releases of hazardous substances into the environment at FEW. It was also to ensure open communication and exchange of ideas relating to the FEW IRP cleanup process.

Preparations for the activation of the RAB began in late 1994, and the first meeting of the RAB took place on January 31, 1995.

The RAB consists of community members who provide individual advice to the FEW IRP managers. The RAB is co-chaired by a USAF representative and a member of the RAB elected by the RAB community members. The RAB comprises representatives from the community and government agencies. All members have equal status. The RAB encourages dialogue between the community and FEW and fosters true partnership between the community and government agencies.

The RAB is not a decision-making body. The RAB acts as a medium for the exchange of opinions and ideas about the cleanup among members and provides an opportunity for the public to participate in the cleanup process and share input with the decision makers. The RAB serves as a focal point for communicating with the community but does not take the place of other necessary initiatives, such as preparing community relations plans, issuing public notices, holding public meetings, and establishing and maintaining an administrative record. The RAB complements these efforts; it does not replace them.

RAB meetings are generally held on the fourth Tuesday of each month, except November when it meets on the third Tuesday. The RAB does not meet in July or December. All community members are encouraged to participate in the monthly RAB meetings. Interested individuals are invited to fill out an application to become a RAB member. Advertisements for RAB meetings are published in site updates and in local newspapers. The meetings are held from 7:00 P.M. to 9:00 P.M. at a local off-base business establishment.

Current RAB membership is presented in Appendix D.

4.3.3 Stakeholder Mailing List

The mailing list of interested parties is continually updated. It includes local, state, and federal officials; local media; and citizens and organizations who express interest in reviewing information regarding the FEW cleanup.

The mailing list currently being used for quarterly status report mailings has approximately 1,300 addresses (as of July 2000), including:

- FEW base residents
- FEW distribution list

- Community members who have requested to be on the list, including residents in the communities of:
 - Western Hills
 - Nob Hill
 - Cox Country
 - Fair Acres
 - Rolling Hills
- RAB members.

FEW Environmental Restoration Management maintains this mailing list. Anyone who desires to be included on the list should contact:

F. E. Warren AFB Environmental Restoration Management
 90 SW/EM
 300 Vesle Drive, Suite 600
 F. E. Warren Air Force Base, WY 82005-2788
 Phone (307) 773-4355.

4.3.4 Information Contact

The Remedial Project Manager (RPM) has been designated within the FEW Environmental Restoration Management program to maintain regular contact with the community. This person is responsible for responding to requests for information as well as planning and scheduling activities outlined in the plan. The preparation of materials for public distribution will be coordinated with the 90th Space Wing Public Affairs Office. The general public can obtain information for FEW environmental issues from Environmental Restoration Management at (307) 773-4355. The media should contact the FEW Public Affairs Office at (307) 773-3381. Other points of contact can be found in Appendix E.

4.3.5 Hotline Telephone Contact

An environmental concern hotline phone with an answering machine was established in the past to provide a 24-hour contact point for restoration and contaminant issues. The Environmental Management Branch monitored this telephone on a daily basis. The quarterly status report sent to the mailing list, press releases, and public meetings were used to publicize the hotline.

Due to the lack of use, the hotline was discontinued. There are no plans to reestablish the hotline at the present. FEW can be contacted at the number under Information Contact if there are any concerns.

4.3.6 Status Report

A status report, also called a newsletter or update, is distributed to the local community on an as needed basis. It reports the progress of the cleanup activities at FEW. It also acts as a reminder for the RAB meetings and gives points of contact and locations of information repositories.

During interviews with the community in August 1997, the public suggested that the status report be more reader-friendly to the civilian community. In an attempt to meet this request, the most recent version of the status report explains all acronyms used and defines technical terminology.

Complaints were also received during the 1997 interviews that the status report contained no site history information. The public felt that in order to comprehend the updates, an understanding of site history and

background was necessary. More recent versions of the status report attempt to describe the cleanup process from the beginning to its present stage, and include maps and site descriptions.

4.3.7 Public Meetings

Formal

Formal public meetings are held both on and off base as needed throughout a project. These public meetings are widely advertised and held at a location that is convenient for the attendees. Experts are available to present information and answer questions.

The meeting places currently being used are presented in Appendix F. These meeting places are screened to make sure that they are easily accessible for all members of the public. Their location is easy to find, wheelchair accessible, and the proper size for the meeting taking place. FEW also works with the local civic and community groups that are listed in Appendix B in order to better disseminate information to the public and to obtain future input.

Informal

In addition, informal meetings, small group meetings, panel discussions, site tours, or workshops have been held in the past to provide opportunities for people to discuss site activities with the USAF, EPA, and WDEQ personnel. These meetings are held at places and times convenient to the potentially affected community groups.

4.3.8 Mailings

When upcoming activities may affect a certain community, mailings are sent to that community with information about the activities (description, schedule, contacts).

4.3.9 Web Site

FEW developed an internet web site which provides general information on the IRP program, status of on-going projects, schedule and locations of upcoming meetings/events, and schedule for future IRP projects. The web site is accessible by the public and can be accessed at the following URL:

<http://www.warren.af.mil/enviro/few/>.

4.4 Key Individuals Supporting Public Involvement

4.4.1 Key Individuals Responsible for Community Relations Activities

The USAF RPM is responsible for implementing the majority of the community relations activities, which can be delegated as needed. Several other military and civilian personnel, regulatory agencies, and contractors at FEW also contribute to implementing a successful and effective CRP.

5.0 COMMUNITY RELATIONS ACTIVITIES AND TIMING

5.1 Implementing the Community Relations Plan

The communities surrounding FEW must be considered when implementing community relations activities. These activities should be tailored to fit community concerns and interests. It is important that the RPM also consider the following factors when implementing the CRP:

5.1.1 Type of Activity

Numerous community relations activities are either required, recommended, or additional. Tables 5A, 5B, 5C, and 5D provide detailed checklists for each of these activities. Descriptions of each required, recommended, and additional activity are provided in Sections 5.2, 5.3, and 5.4, respectively. Some community relations activities may fall into two or more of the following categories.

- **Required activities** must be fulfilled within the guidelines set by the FFA, NCP, CERCLA, and the *EPA Community Relations in Superfund: A Handbook* (EPA 1992).
- **Recommended activities** are those that may be conducted but are not required by federal regulations or guidelines. However, implementation of the appropriate recommended activities enhances the community's understanding and acceptance of selected remedies.
- **Additional activities** are those that may be used when community concern increases or when the public would like to be more involved. Similar to recommended activities, additional activities are not required but are useful when more extensive community relations activities are needed.

5.1.2 Timing

Required activities are time-dependent, meaning that the activity must occur at a certain stage in the cleanup process and/or that there is a specific amount of time in which the activity must be conducted. Recommended and additional activities are conducted at any time the RPM feels is most appropriate.

5.1.3 Guidelines

Guidelines set by the FFA, NCP, CERCLA, and the *EPA Community Relations in Superfund: A Handbook* (EPA 1992) must be followed when conducting required community relations activities. These documents are also references when conducting the recommended and additional activities. Please see Section 1.3 for a more detailed discussion of guidance documents.

TABLE 5A
Community Relations Activities and Timing Checklist for Study through Remedial Action
Required Activities

Activity	Timing								
	Prior to RI	During RI	Completion of FS and Proposed Plan	Pre-ROD Significant Changes	After ROD is Signed	Post-ROD Significant Changes	Remedial Design	NPL Additions	NPL Deletions
Community Interviews	✓								
Community Relations Plan	✓								
Community Relations Plan Review					✓				
Fact Sheet							✓		
Information and Administrative Repositories	✓	✓	✓	✓	✓	✓	✓	✓	✓
Public Briefing							✓		
Public Comment Period			✓	✓*		✓***		✓	✓
Public Meeting and Meeting Transcript			✓			✓***			
Public Notice			✓		✓	✓** ✓***			✓
Responsiveness Summary			✓			✓***		✓	✓
Technical Assistance for Public Participation	✓								

Notes:

*These activities must occur upon determination that such changes could not have been reasonably anticipated by the public.

** These activities must occur if the remedial action differs significantly from the remedy selected in the Record of Decision (ROD).

***These activities must occur if the remedial action fundamentally alters the basic features of the selected remedy.

In addition:

It is required that an agency spokesperson be designated throughout the entire cleanup process.

The Information and Administrative Record Repositories must be updated on a quarterly basis.

The Restoration Advisory Board meets monthly and is a required activity.

TABLE 5B
Community Relations Activities and Timing Checklist for Removal Actions
Required Activities

Activity	Timing			
	All Removal Actions	Removal Actions With Planning Period of Less Than 6 Months	Removal Actions Expected to Extend Beyond 120 Days	Removal Actions With a Planning Period of at Least 6 Months
Agency Spokesperson	✓	✓	✓	✓
Community Interviews			✓	✓
Community Relations Plan		✓	✓	✓
Information and Administrative Record Repositories	✓	✓	✓	✓
Public Comment Period		✓	✓	✓
Public Notice		✓*	✓*	✓**
Responsiveness Summary		✓	✓	✓

Notes:

* Notify public of Administrative Record

** Notify public of Administrative Record and EE/CA

It is required that an agency spokesperson be designated throughout the entire cleanup process.

The Information and Administrative Record Repositories must be updated on a quarterly basis.

The Restoration Advisory Board meets monthly and is a required activity.

TABLE 5C
Community Relations Activities and Timing Checklist
Recommended Activities

Activity	Timing								
	Prior to RI	During RI	Completion of FS and Proposed Plan	Pre-ROD Significant Changes	After ROD is Signed	Post-ROD Significant Changes	Remedial Design	NPL Additions	NPL Deletions
Mailing List	✓			✓					
Exhibits									
Fact Sheet	✓	✓	✓						
News (Press) Release	✓		✓						
Public Briefing	✓						✓		
Public Meeting	✓	✓						✓	✓
Small Group Meetings	✓						✓		
Telephone Contacts	✓	✓							
Workshops		✓							

Notes:

Quarterly Status Reports are a recommended activity published in January, April, July, and October.

An On-Scene Information Office is recommended through the cleanup process.

The mailing list is updated as necessary.

TABLE 5D
Community Relations Activities and Timing Checklist
Additional Activities

Activity	Timing								
	Prior to RI	During RI	Completion of FS and Proposed Plan	Pre-ROD Significant Changes	After ROD is Signed	Post-ROD Significant Changes	Remedial Design	NPL Additions	NPL Deletions
Door-to-Door Canvassing	✓	✓	✓	✓		✓			
Briefing Book	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exhibits		✓	✓				✓		
News Conferences	✓	✓	✓	✓		✓	✓	✓	✓
News (Press) Releases		✓	✓	✓	✓	✓	✓	✓	✓
Open House	✓	✓	✓				✓		
Presentations	✓	✓	✓	✓		✓	✓		✓
Public Meeting				✓		✓	✓	✓	✓
Site Tours		✓					✓		
Small Group Meetings		✓	✓	✓		✓	✓		
Telephone Contacts				✓	✓	✓	✓	✓	✓
Telephone Hotline		✓		✓		✓			
Telephone Tree	✓	✓	✓	✓	✓	✓	✓	✓	✓
Use Existing Groups	✓	✓	✓	✓	✓	✓	✓	✓	✓
Workshops			✓	✓		✓	✓		

Notes:

These are suggested times to contact additional activities. Additional activities can be conducted an any time the Remedial Project Manager feels is appropriate.

5.2 Required Community Relations Activities

5.2.1 FEW Spokesperson

Description

One Environmental Restoration Management staff member is required to be chosen as a spokesperson to address citizens' concerns and respond to the media. This activity helps build trust between FEW and the local community.

How

- The spokesperson is designated, preferably one who is familiar with the IRP at FEW.
- The name, telephone number, and mailing address of the spokesperson is included in all news releases, fact sheets, and mailings.
- The spokesperson keeps a logbook of all public concerns and requests.

When

An FEW spokesperson is required during study and remedial actions (Table 5A) and removal actions (Table 5B). There should always be a spokesperson after the completion of the work plan. The RPM at FEW Environmental Restoration Management is currently the spokesperson for the site. See Section 4.3.4 regarding the information spokesperson.

5.2.2 Community Interviews

Description

Informal interviews are conducted with citizens, government officials and agencies, community groups, the media, and interested parties in order for FEW to obtain direct information about the surrounding Cheyenne community. The information includes community involvement, public opinion, and the political climate in the area. Firsthand information from the public is key to developing an effective and personalized CRP.

How

- Potentially interested parties are identified and an informal setting is arranged where the interview is to be conducted.
- Interviews are arranged and conducted with those who have agreed to be interviewed.
- All information revealed during the interviews is assured to remain confidential.
- Community concerns and the effectiveness of various types of community relations activities are assessed.

When

Community interviews are required when developing the CRP, prior to the RI for all RAs (Table 5A). They are also required for removal actions expected to extend beyond 120 days and those with a planning

period of at least 6 months (Table 5B). It is recommended that interviews also be conducted when public sentiment has significantly changed and when revising the CRP. Interviews were conducted in 1990 for the initial development of the 1992 CRP and again in 1997 for the 1998 CRP Update. Interviews were conducted by the ATSDR as part of their PHA in January 1999. Information from these interviews was used in the development of the 2000 and 2001 CRP updates. Based on the ATSDR interviews conducted in 1999, community opinion has not changed significantly.

5.2.3 Community Relations Plan

Description

The CRP is intended to provide effective communication techniques, promote community understanding of FEW actions, and reflect the unique community involvement activities for the FEW IRP.

How

- After conducting community interviews (see Section 5.2.2), a CRP is developed that describes effective communication techniques.
- Public involvement techniques and community opinion are continually evaluated.
- The CRP is revised according to a significant change in community opinion and/or before RD.

When

A CRP is required prior to initiating the RI (Table 5A), for removal actions with a planning period of less than 6 months, for those expected to extend beyond 120 days, and for those with a planning period of at least 6 months (Table 5B). The initial CRP is required to be developed prior to the RI. It is recommended that the need to revise or update the CRP be continually reassessed. Prior to initiation of RD, the CRP shall be reviewed to determine whether it should be revised to describe further public involvement activities during RD/RA that are not already addressed or provided for in the CRP. FEW prepares annual updates to the CRP, at which time the need for interviews is reviewed.

5.2.4 Fact Sheets

Description

A fact sheet is required during the RD (Table 5A). Fact sheets are written descriptions of factual information. Examples of information found in fact sheets are new technologies and treatments, a listing of hazardous substances, health effects of chemical exposures, and the IRP and how it is being implemented. Fact sheets are required for sites after completion of the final engineering design. They are used to inform the public and are different from status reports.

How

- The community for which the fact sheet is to be written is identified. The information that is to be included is identified and is clearly and understandably presented.
- A contact name is included for more information.
- Fact sheets are placed in the repositories.

When

Upon completion of the final engineering design, FEW is required to issue a fact sheet. Fact sheets are also recommended anytime during the cleanup process to inform the public about certain issues. EPA has several fact sheets that are helpful and can be distributed at public meetings and hearings. Copies of all news releases, fact sheets, and status reports related to the FEW IRP are provided to appropriate regulators prior to release to the public or media to enable the agencies to adequately respond to media or public inquiries.

5.2.5 Information and Administrative Record Repositories

Description

The Information and Administrative Record Repositories are files that contain site information (such as the CRP, the work plans, and reports) that is available to the public. The public is free to access these files. See Section 4.3.1 for repository locations.

How

- To start Information and Administrative Record Repositories, a convenient location is chosen, both for the public to have access and the Environmental Restoration Management staff to update the files.
- The file materials are deposited.
- A contact name is included for questions.
- The repositories are publicized.
- Files are updated on a quarterly and as-needed basis.

When

An Information and Administrative Record Repository must be established and maintained during study and remedial actions (Table 5A) and removal actions (Table 5B). The Information and Administrative Record Repository was established prior to the RI, and must be updated on a quarterly or as-needed basis. The RODs and other IRP documents will be included in the Information and Administrative Repositories. For FEW, the Information Repository also acts as the Administrative Record Repository. See Section 4.3.1 for more information about the FEW repositories.

5.2.6 Public Briefings

Description

Sessions are held to inform key officials, media, and the public about recent developments at the site. Restoration Management staff conduct the briefings in person, which often precede disseminating information to the media.

How

- Interested parties are informed beforehand that a briefing is going to be held.

- An official statement or presentation is given that explains site findings, response plans, investigations, unexpected events, delays, and/or engineering designs. The decision-making process and future actions are described.
- Questions from the audience are answered.

When

One public briefing, in addition to a fact sheet, is required, as appropriate, upon completion of the final RD (Table 5A). Briefings are also recommended for any developments prior to the RI and Operation and Maintenance phases of RA. Briefings are also recommended upon request from state and local officials, the media, and the public. In the past, FEW held briefings with local elected officials on a regular basis. Due to current levels of community interest, FEW will hold briefings on an as-needed basis only.

5.2.7 Public Comment Period

Description

This is a time period designated to formally accept comments from citizens. Its purpose is to allow community members to review documents and voice their opinions about the proposed course of action.

How

- The public comment period must be announced two weeks in advance in the *Wyoming Tribune-Eagle* newspaper.
- The contact person who will respond to citizens' concerns and questions is identified.
- A transcript of any public meetings that occur during the comment period is prepared and placed in the Administrative Record.
- Public comments are documented.

When

A public comment period is required after the completion of the FS and Proposed Plan, for NPL additions, and for NPL deletions (Table 5A). A public comment period is required for pre-ROD significant changes to RAs upon a determination that such changes could not have been reasonably anticipated by the public. A public comment period is also required for post-ROD significant changes to RAs if the change fundamentally alters the basic features of the selected remedy.

A public comment period is required for removal actions with a planning period of less than 6 months and those with a planning period of at least 6 months (Table 5B). A 30-day public comment period is required when the Administrative Record file is made available to the public for removal actions scheduled to begin within 6 months of site evaluation, and when the engineering evaluation/cost analysis for removal actions requiring at least a 6-month planning period is released. Comment periods must be extended upon timely request from the public.

5.2.8 Public Meeting

Description

These meetings are open to the public and organized by FEW. Experts are present to respond to citizens' questions and concerns. Community members have the opportunity to express opinions to FEW and the agencies and offer formal written comments. The meetings also help to inform citizens of current activities and significant findings.

How

- Attendees are identified and an agenda is created accordingly.
- A meeting time and location is established, and the meeting is publicized in the *Wyoming Tribune-Eagle* two weeks in advance of the scheduled date. Meeting dates and locations are also publicized in the status updates.
- Presentations are rehearsed.
- The meetings are begun by stating the purpose, agenda, and procedures for making statements.
- A written transcript is prepared and placed in the Administrative Record.

When

A public meeting is required upon completion of the FS and Proposed Plan (Table 5A). A public meeting is also required for RAs for post-ROD significant changes if the change fundamentally alters the basic features of the selected remedy. This meeting should take place during the public comment period on the Proposed Plan. Other recommended public meeting times include when the site has been placed on the NPL, upon completion of the work plans, before construction, and upon deletion of the site from NPL. Public meetings should also be conducted upon public request. Recent interviews revealed that public meetings in the past have been helpful for those who attended. See Section 4.3.7 for more information regarding public meetings.

5.2.9 Public Notice

Description

Public notices are advertisements that announce FEW decisions, project milestones, significant findings, and public meetings. They can be published in newspapers, broadcast on radio and television, or sent as individual mailings. They act as official announcements to the public and encourage community participation.

How

- The communities, people, and media to be reached are identified.
- Important dates, times, and locations of documents to be released, public meetings that are scheduled, or other information are announced.
- A two-week notice is recommended.
- The name and number of a contact person are provided.

When

A public notice is required when the Administrative Record file and Information Repository become available, upon completion of the FS and Proposed Plan, and for NPL deletions (Table 5A). A public notice is also required after the ROD is signed for RA. Further, a public notice is required with post-ROD significant changes for RAs if the RA differs significantly from the remedy selected in the ROD, or if the change fundamentally alters the basic features of the selected remedy.

A public notice is also required of availability of the administrative record for removal actions expected to extend beyond 120 days and for those with a planning period of at least 6 months. It is also required when the engineering evaluation/cost analysis is available for removal actions with a planning period of at least six months (Table 5B).

Additional public notices can be published at the beginning of the RI, during emergency response actions, upon opening an OU, as part of the RI/FS kickoff public meeting, when the engineering design fact sheet is available, and for other public meetings.

5.2.10 Responsiveness Summary

Description

This summary of written and oral public comments is required as a component of the ROD. The responsiveness summary formally documents public concerns and FEW responses to these concerns. It acts as a record of public response and can be used to evaluate past community relations efforts.

How

- A complete and concise record of significant oral and written comments from the public and potentially responsible parties, and how FEW responded to those comments is prepared.
- The responsiveness summary is included in the ROD.

When

A responsiveness summary is required upon completion of the FS and Proposed Plan, for NPL additions, and for NPL deletions (Table 5A). A responsiveness summary is also required with post-ROD significant changes for RAs if the change fundamentally alters the basic features of the selected remedy. A responsiveness summary is also required for removal actions with a planning period of less than 6 months and those with a planning period of at least 6 months (Table 5B). A responsiveness summary must be prepared for any response (either remedial or removal) action that requires a public comment period. There is no ROD for removal actions. However, the responsiveness summary must be prepared and made available in the information repository for RAs in which a public comment period is required.

5.2.11 Restoration Advisory Board

Description

The RAB acts as a forum for representatives of the IRP, regulatory agencies, and the community to discuss and exchange ideas about the FEW cleanup. The public has the opportunity to interact with the decision makers and learn about cleanup activities.

How

- An initial RAB information meeting is prepared for.
- Cochairs are selected and a mission statement developed.
- Regular meetings are scheduled, and locations and times announced.

When

The RAB is required to function throughout the FEW cleanup process for all remedial and removal actions, provided there is sufficient and sustained community interest (Tables 5A and 5B). Meetings for the FEW RAB are held on the fourth Tuesday every other month during the winter months and the fourth Tuesday of every month during the summer months. If a meeting is held in November, it meets on the third Tuesday. The RAB does not meet in July or December. See Section 4.3.2 and Appendix D for more information about the RAB.

5.2.12 Technical Assistance Grant (TAG) Program

Description:

This is a grant of up to \$50,000 given to concerned communities affected by a Superfund site so that they can hire a technical advisor to interpret site-related data. The advisor gives independent, complete and accurate information about site-related activities to those parties who are interested in applying for the funding.

How:

- A notice of availability for the TAG is published.
- Interested parties are assisted with completing an application.
- A technical advisor hired by the TAG once the contract has been signed.

When:

A notification to the public regarding the availability of the TAG program is required prior to the RI for remedial actions (Table 5A). During the work plan stages, communities that are affected by FEW cleanup activities should be contacted and asked if interested in applying for the TAG. FEW conducted this initial outreach during the 1990 interviews, which revealed a very low or no interest in the TAG. Further action has not been taken.

5.2.13 Technical Assistance for Public Participation (TAPP) Program

Description

This is a grant of up to \$25,000/year to a maximum of \$100,000 given to concerned communities affected by a Superfund site so that they can hire a technical advisor to interpret site-related data. The advisor gives independent, complete, and accurate information about site-related activities to those parties interested in applying for the funding.

How

- A notice of availability for the TAPP is published.
- Interested parties are assisted with completing an application.
- A technical advisor is assigned once the contract has been signed.

When

A notification to the public regarding the availability of the TAPP program is required prior to the RI (Table 5A). During the work plan stages, communities affected by FEW cleanup activities should be contacted and asked if they are interested in applying for the TAPP. A briefing regarding the TAPP program was presented to the RAB in 1998.

5.3 Recommended Community Relations Activities

5.3.1 Mailing List

Description

The mailing list includes community members, elected officials, agencies, FEW residents, and all others interested in the cleanup activities at FEW. The list is used when distributing quarterly status reports, fact sheets, and announcing public meetings. It is also helpful when conducting community interviews.

How

- A target community, agencies, and citizens are chosen.
- A mailing list is developed.
- The list is updated as necessary and provided to EPA and WDEQ.

When

FEW has a mailing list that is maintained by Environmental Restoration Management. See Section 4.3.4 for more information regarding the mailing list.

5.3.2 Exhibits

Description

Visual displays can be used to disseminate information about the cleanup and can include maps, photographs, diagrams, charts, and other graphics accompanied by text.

How

- The target audience is identified.
- An exhibit is created that is informative and understandable for the chosen audience.

When

This activity can be used during any phase of the response action. It is recommended that an exhibit be prepared during RA that shows a pictorial history of the site. Environmental Restoration Management has used this technique in the past. Exhibits were set up at FEW to display information to on-base residents and employees regarding the cleanup and were an effective means of disseminating information.

5.3.3 News (Press) Releases

Description

News releases are official statements to the public that occur at important milestones of the cleanup.

How

- Newspapers are identified to which the news release is to be given.
- Agencies are contacted and informed of the news release.
- The information to be published is selected and simple language used.
- Copies are sent to local officials and agencies and placed in the repositories.

When

One news or press release is recommended before the RI, after the site has been placed on the NPL. Additional news releases are additional community relations activities that can be used when significant findings are discovered or when delays occur. Copies of all news releases, fact sheets, and quarterly status reports related to the FEW IRP are provided to appropriate regulators prior to release to the public or media. Providing this information enables the agencies to adequately respond to media or public inquiries. News releases must also be submitted to EPA and WDEQ 48 hours prior to the release to the public.

5.3.4 On-Scene Information Office

Description

The Environmental Restoration Management offices on site are staffed full-time and can respond quickly to public questions and concerns.

How

- Office space and a telephone are provided.
- Full-time staff is assigned and the office hours publicized.
- Materials found in the repositories are provided to the office.

When

This is a recommended activity during removal actions and site cleanups that involve complex technologies and potential risks. It is also useful when awaited information is released in order to respond immediately to citizens' questions and concerns. FEW uses its Environmental Restoration Management office as an On-Scene Information Office.

5.3.5 Status Report

Description

The status report is a written summary of the current cleanup status and findings. It helps to inform the community of recent FEW IRP actions and of future planned activities.

How

- The community for which the status report is to be given is identified, as well as information that is to be included. The information must be clearly and understandably presented.
- The report is distributed to all parties on the mailing list, which includes the RAB members.
- The report is placed in the repositories.

When

A status report is a recommended activity. FEW publishes and distributes the status report when sufficient new information is available to justify publication. At a minimum, an annual status report will be published.

Although it is not required, FEW has adopted the practice of preparing and distributing quarterly status reports to information repositories, citizen groups, regulatory officials, elected and civic officials, local and regional media, and those individuals on the mailing list. Standard information reported in the FEW status report includes a contact name, activities that occurred since the last report, upcoming activities, the RAB, locations of information and administrative repositories, and newspapers that commonly publish FEW information. The 1997 interviews revealed that status reports should give a site history because the public is not familiar with many aspects of the FEW IRP. The public also stated in these interviews that technical language should be made understandable. Copies of all news releases, and fact sheets related to the FEW IRP are provided to appropriate regulators prior to release to the public or media. Providing this information enables the agencies to adequately respond to media or public inquiries. See Section 4.3.6 for more on status reports.

5.3.6 Small Group Meetings

Description

Small group meetings are held in private homes or at common meeting places that allow interaction between concerned community members and agencies. Agencies have the opportunity to receive direct information regarding public concerns and can answer questions in person.

How

- Interested parties are identified but attendance is limited to between 5 and 20 people.
- A meeting time, location, and date are selected.
- The meeting is started with an overview and then the discussion is geared to the audience.
- Citizens' concerns, ideas, and questions are addressed.

When

This is a recommended activity that can be used during all phases of the cleanup process and upon request from the public. In the past, small group meetings were conducted for the residents of Nob Hill when the water line extension was being constructed in their neighborhood. A bus was available to transport community members, and the meeting proved to be a success.

5.3.7 Telephone Contacts

Description

Initial telephone calls should be made to public officials, citizens, and the media informing them of cleanup activities, finding out who is interested, and possibly setting up interviews for a later date. Telephone calls help the agencies understand current community concerns and ways to best implement community relations activities.

How

- Community members to be contacted are identified.
- A list of questions to be asked and information to request is compiled.
- The citizens are contacted by telephone.
- Information received by the public is recorded, and with this information the CRP is tailored specifically to the Cheyenne community.

When

Initial telephone contacts can be used when setting up interviews to develop the CRP. Calls are also appropriate, but not required, on a regular basis to evaluate the level of community concern.

5.3.8 Workshops

Description

Meetings to discuss specific site activities and issues help provide more information to the public than is possible through fact sheets and update reports. Creative presentations and demonstrations help to improve the public's understanding of issues and allow for one-on-one interaction between the agencies and the community members.

How

- The workshop is planned.
- The time, date, and location of the workshop are announced.
- The workshop is conducted and its success evaluated.

When

Workshops are most appropriate for presenting technical information to the public. It is recommended that a workshop on the IRP program be held during the RI.

5.4 Additional Community Relations Activities

5.4.1 Door-to-Door Canvassing

Description

Information about a community is gathered through door-to-door discussions with community members. This technique is used to gather information about a specific neighborhood and answer citizens' questions.

How

- The area to be covered is identified.
- A letter is sent to the residents in the area explaining that Environmental Restoration Management or Public Affairs staff will be going door-to-door to meet with the community members.
- The area is canvassed by going door-to-door.
- Current issues are discussed and answers provided to those who are interested in meeting with the canvassers.
- A thank-you letter is sent to all residents in the canvassed area.

When

This additional community relations activity can be conducted anytime information about a specific neighborhood is needed. It is a technique that can also be used when the members of a community are irate or suspicious. FEW tried door-to-door canvassing in conjunction with conducting community interviews in 1990, and it was decided that this is not an effective community involvement technique. However, it may be reconsidered when information is needed from a specific group of individuals.

5.4.2 News Conferences

Description

News conferences are briefings held for the media and are also open to the general public to provide the media with accurate information regarding recent or future developments at the site.

How

- The need for a news conference is evaluated.
- The media are notified.
- Information to be presented is planned and any questions answered.

When

This is an additional activity that should be used primarily to announce significant findings or changes in the IRP; it can be used anytime during the cleanup action.

5.4.3 Open Houses

Description

These are informal meetings conducted in a public location near the site. Here citizens can speak with FEW officials, express their concerns, and ask questions. Personal contact with the community is key, and staff should provide an open platform for communication at the open house.

How

- A date, time, and meeting location are selected. The meeting is planned for the number of attendees.
- The open house and the documents (if any) that will be available for public review are publicized.
- It is ensured that the open house is appropriately staffed.

When

This additional activity is most appropriate at specific milestones during the cleanup process. Recent interviews revealed that open houses have proven useful and are a good means of avoiding the conflict that often arises from more formal meetings.

5.4.4 Presentations

Description

Presentations to clubs, community groups, civic or church organizations, school classes, and other audiences help to improve public knowledge and awareness of cleanup activities.

How

- Groups are contacted that may be interested in learning about the cleanup.
- A format and content appropriate for the audience are selected.
- A time limit (20 minutes is suggested) is set.
- The presentation is scheduled at convenient times for the audience.

When

Presentations are additional community relations activities that are most effective if they concentrate on significant findings or IRP processes. Determination of community interest is key before organizing a presentation. A news release announcing the availability of speakers to make presentations to civic groups should be distributed to regional media. In the past, a Speaker's Bureau gave presentations that described the mission, history, and economic significance of FEW with emphasis on the specific IRP environmental studies. Speakers discussed the objectives, studies, findings, and actions of the IRP.

5.4.5 Site Tours

Description

These are scheduled trips for the purpose of showing on-site activities to the media, public officials, and citizens. Site tours provide for a better understanding of FEW IRP procedures and actions, which may in turn result in concerns and fears being dispelled.

How

- A list of potentially concerned and interested parties is made and the parties contacted.
- A site tour is prepared that is safe and involves the participants.
- Questions are answered.

When

This additional activity can be conducted upon public request. It is recommended that site tours be conducted during the construction phase so that participants can see progress in action. If approved by the site Health and Safety Officer, tours can be provided on an as-needed basis with local citizens, city and state officials, congressional representatives, and the media. Two site tours have been conducted since the last CRP update was issued.

5.4.6 Telephone Tree

Description

This is a list of community members responsible for calling a specified number of people, who, in turn, call additional people, and so forth. It is an inexpensive and personal way to reach a large number of people to disseminate information such as public meeting reminders.

How

- Parties interested and trustworthy in continuing the telephone network are identified.
- Each party is assigned a specified number of names.
- The message that is to be transmitted before each network of calls begins is prepared.

When

This is an additional activity used to follow up or reinforce information in a mailing or public announcement. Telephone calls should be made in advance, up to a week before an event. The telephone tree can also help to estimate the number of people who plan to attend an event or meeting.

5.4.7 Use of Existing Groups

Description

By using mailing lists and publications of existing groups and organizations, agencies have access to existing communication networks, which ultimately saves time and money.

How

- Existing local groups and civic organizations are identified.
- Group publications are reviewed.
- Groups are contacted to determine if they are willing to share mailing lists and publish site information.

When

Exploring existing groups and their publications should begin during the development of the RI and continue throughout the cleanup process. This is an additional activity.

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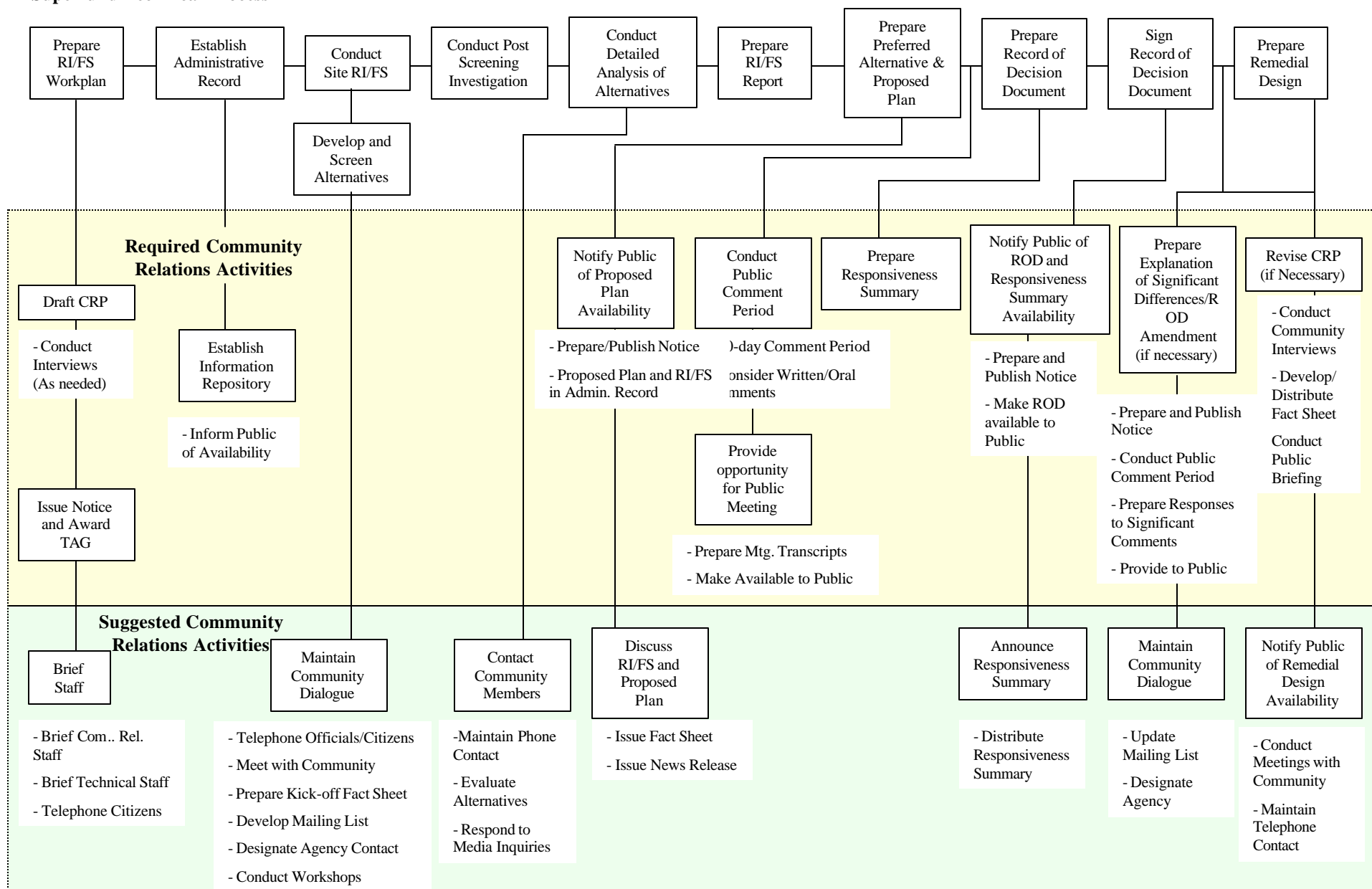
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APPENDIX A
CERCLA Process

Relationship of Community Relations Activities to the Superfund Process

Superfund Technical Process



APPENDIX B

Civic and Community Groups

Civic and Community Groups

Wyoming Peace Initiative (aka Wyoming Against MX)	Woman's Club of Cheyenne Women's Civic League of Cheyenne
Laramie County Resources Council	Wyoming Advocates for Animals
Crow Creek Greenway Committee	Toastmasters #798
Christian Womens Club	Lioness Club of Cheyenne
Daughters of the American Revolution	Longs Peak Council, Boy Scouts of America
Downtown Merchants Association	Magic City Rebekah Lodge No. 5
Cheyenne Luncheon Optimist Club	Cheyenne Frontier Lions Club
Cheyenne Newcomer's Club	Cheyenne High Plains Audubon Society
Cheyenne Rotary Club	Knights of Columbus—Council 80
Golden K Kiwanis Club	Laramie County 4-H Program
Cheyenne Jaycees	Cheyenne League of Women Voters
Cheyenne Kiwanis Club	Cheyenne Lions Club
Cheyenne Kiwanis Club	Eagles Auxiliary #128
Laramie County Senior Citizens Advisory Board	Cheyenne Shrine Club
Cheyenne Evening Optimist Club	Wyoming Girl Scout Council
Mizpah Chapter No. 36, O.E.S.	Wyoming State Historical Society
American Society of Safety Engineers High Plains Section	X-JWC (X Jr. Women's Club)
Alpha Delta Kappa—Delta Chapter	Zonta Club of Cheyenne
American Association of Retired People (AARP)	
American Business Women's Association— Wapiti Chapter	

APPENDIX C

August 1997 Interviews

TABLE C-1
Interviews Conducted—August 1997

Name	Number Contacted for Interviews	Number Declining to be Interviewed	Interviews Conducted	Number of People Interviewed*
Community Members				
Nob Hill	20	18	2	2
Fair Acres	52	49	3	6
Rolling Hills	10	7	3	5
Western Hills	55	48	7	8
Cox Country	46	45	1	1
Total Community Members	183	167	16	22
Federal Officials				
U.S. Geological Survey	1	0	1	1
Total Federal Officials	1	0	1	1
State Officials, Agencies, Community Groups				
State-Elected Officials	40	40	0	0
Wyoming Game and Fish Department	1	0	1	1
Natural Resources Conservation Service (NRCS)	1	1	0	0
Wyoming Department of Environmental Quality	1	1	0	0
City/County Planning	1	1	0	0
City/County Health	1	1	0	0
Wyoming Wildlife Federation	1	1	0	0
Ducks Unlimited	1	1	0	0
Total State Officials, Agencies, and Community Groups	47	46	1	1
Restoration Advisory Board Members				
Nonmilitary RAB Members	13	9	4	4
Total RAB Members	13	9	4	4
TOTAL	244	222	22	28

Note:

* More than one person present for interview

RAB = Restoration Advisory Board

INTERVIEW QUESTIONNAIRE

Name of Interviewer:

Date:

Name:

Address:

City/State/Zip:

Phone Number:

Well Owner?: YES ☐ NO ☐ Drinking water?

1. What are your concerns about the hazardous waste cleanup at F.E. Warren Air Force Base? (health, transportation, property value, other?).

2. Have you been involved in the process of deciding how the site will be cleaned up?

YES ☐ NO ☐

If yes, are you satisfied with your involvement?

YES ☐ NO ☐

Explain.

3. Are you satisfied with the extent of public involvement?

YES ☐ NO ☐

Do you have suggestions about how to improve public involvement and awareness?

4. Do you feel you are receiving adequate information?

YES ☐ NO ☐

If no, how might this be improved?

5. What is the best way to get information to area residents? Newspapers? Mailers? Public Meetings?

6. Have public meetings been helpful?

YES ☐ NO ☐

Do you have suggestions for improving public meetings?

7. How often would you like to receive information?

8a. When you need information about the cleanup at F.E. Warren Air Force Base, whom do you contact?

8b. Are you familiar with the Restoration Advisory Board (RAB) and what it does?

YES ☐ NO ☐

Do you know that you can attend RAB meetings and even become a RAB member?

YES ☐ NO ☐

9. Whom do you trust for accurate information about F.E. Warren Air Force Base activities?

10. Do you know of anyone else that would be interested in being interviewed for the Community Relations Plan?

YES ☐ NO ☐

May we contact them?

YES ☐ NO ☐

11. Is there anything else you would like to add?

INTERVIEW RESULTS

In the 1997 interviews, 14 out of 22 community members felt that they were receiving adequate information and were able to get more involved if they desired. Few respondents were familiar with the Restoration Advisory Board (RAB) and thought that F.E. Warren Air Force Base (FEW) needed to find ways of letting the public know about the RAB, as well as information repositories. It was suggested that advertisements be placed on the quarterly status report.

Issues of Concern and Their Ranking

Community members in neighborhoods most likely affected by FEW activities expressed a variety of concerns, as detailed below. However, many community participants interviewed were satisfied with the cleanup process and the level of communication between FEW and the community. Concerns are ranked by number in the text below, #1 being of greatest concern.

- Water Quality/Health: This issue was the greatest concern for 18 out of the 22 community members interviewed. Many were not familiar with what types of hazardous substances have been detected in groundwater at FEW but were concerned with the potential effects that they might cause. Many of the interviewees concerned about water contamination depend on private wells for drinking water. Two residents had personally found a very high nitrate content in the drinking water and mentioned that they had bought filters that appeared to help. Others were worried about groundwater and the potential of contaminants spreading and possibly affecting their presently clean water. There was a concern in both Western Hills and Rolling Hills that some diseases in the community, such as cancer and lupus, may be related to site contaminants. The neighborhoods of Cox County, Fair Acres and Rolling Hills were adamant about not wanting City water connected to their houses.
- Property Value: Eleven out of 22 people interviewed mentioned their concern for property values. These interviewees live in Nob Hill, Rolling Hills, Fair Acres and Western Hills. For seven interviewees it was the #2 concern, for two people it was the #3 concern, and for two other people it was the #4 concern. The other half of those interviewed who were not immediately concerned about property value being affected had lived in the area for a considerable time. One interviewee even mentioned that the property values had risen.
- Environment: Five out of 22 community members were concerned for the environment; these five were from Rolling Hills and Western Hills. For one interviewee, the environment was the #1 concern, for two people it was the #3 concern, and for two other people it was the #4 concern. Contamination of wildlife, such as antelope that live on FEW, was among the environmental concerns. Another concern was the potential loss of habitat, possibly resulting in a decreased number of wildlife, due to remediation activities. Two interviewees were also concerned for the vegetation, primarily in private backyard gardens, and the effect on harvested fruit and vegetables.
- Tumbleweeds: Interviewees (2 out of 22 people) from Western Hills and Rolling Hills discussed the overabundance of tumbleweeds caused some years ago from improper reseeding of a ripping operation. Generally, the residents expressed annoyance from the persistence of

the plants and how difficult it was to get rid of them. For one interviewee, tumbleweeds were the #1 concern, and for one interviewee, they were the #2 concern. Of those interviewed, one person was concerned about the potential fire hazard caused by the buildup of the tumbleweeds.

- Water Drainage: Two interviewees expressed two different concerns relating to water drainage. For one person, it was the #1 concern, for the other it was the #2 concern. One interviewee in the Nob Hill area mentioned that the United States Air Force (USAF) had run pipelines but had not recontoured for drainage. As a result, water pooled and stagnated on his property. In another situation, one interviewee from Western Hills mentioned the possibility of flooded basements. Because of the heavy summer rainfall in 1997, the concern was that household flooding could carry contamination from the groundwater into basements.
- Cleanup Effectiveness/Cost: Four of the 22 interviewed stated cleanup effectiveness and cost as concerns. It was the #2 concern of two interviewees in the Western Hills neighborhood who want to ensure that the cleanup is done properly and efficiently. The other two people live in Fair Acres and, as the #3 concern in ranking, were concerned about waste dumps along the road.
- Radioactive Waste: Two of the 22 interviewed stated this as a #3 concern, and both live in Western Hills. Neither knew whether or not there could be nuclear substances on FEW and were curious as to the contents of some nearby buildings.
- Testing Frequency: This concern was voiced by two people living south of FEW in the Fair Acres area. Testing for contaminants in the water took place a couple of years ago, and interviewees were concerned about how often testing would occur and if the current frequency of testing is sufficient.
- Historical Uses of FEW: Two Rolling Hills interviewees were curious about the historical boundaries of FEW. Refuse and trash deposits had been found when digging in the garden, and residents wanted to know whether or not his/her area had been used by FEW in the past as a disposal area.

Community Answers Regarding Public Involvement and Dissemination of Information

Several questions from the 1997 interviews revealed information that facilitates FEW public involvement strategies. Below are answers to these questions addressed by members of the community that were interviewed.

1. Have you been involved in the process of deciding how the site will be cleaned up?

The answer from the all of the 22 community members was “no.” Their level of involvement was not a priority, and they indicated that they were not concerned with site cleanup decision making.

2. Are you satisfied with the extent of public involvement?

Eleven community members, representing each neighborhood that was interviewed, said that they were satisfied with their involvement. However, eight other community members, representing Rolling Hills, Fair Acres, Western Hills, and Cox Country, said that they were not satisfied with their involvement. Three interviewees from Western Hills had indefinite responses. The majority of interviewees felt that FEW is doing an excellent job with the cleanup and with keeping the public informed. One interviewee said that he had no desire to be involved because he was not familiar with the technology. Two interviewees mentioned that public involvement was necessary only when something arises, and two other individuals were not satisfied with public involvement practices and were skeptical about whether or not FEW is disclosing all information.

3. Do you feel that you are receiving adequate information?

Fourteen people out of the 22 interviewed felt that they were receiving enough information, mostly through FEW quarterly status reports and the media. These 14 interviewees represent all five of the neighborhoods that were interviewed. Six community members responded “no” to this question, and represent the neighborhoods of Rolling Hills and Western Hills. Two people from Fair Acres had indefinite answers. However, many of the 22 interviewees suggested that FEW should use less acronyms and use language that is understandable to civilians. One individual felt that FEW tried to hide information. Another person said that the information was available if you were willing to look for it.

4. Do you have suggestions about how to improve public involvement and awareness?

Some interviewees felt that FEW had not been good about returning telephone calls or answering questions, while others felt that they have always received a polite, proper response from FEW.

5. What is the best way to get information to area residents?

There were several different answers to this question as follows:

Newspapers: Nine interviewees said that newspapers were a good way to disseminate information. These nine represent Rolling Hills, Fair Acres, and Western Hills. Three said that newspapers were not a good source of getting information to the public. These three people live in Fair Acres and Cox Country and neither receive nor read the paper. Some mentioned that they did not trust the media.

Mailers: Fourteen interviewees said that mailings were a good way to disseminate information. These 14 represent all five neighborhoods. Two from Fair Acres said that flyers were not a good source of getting information to the public because the mailings are often too technical.

Public Meetings: Thirteen interviewees said that public meetings and gatherings were a good way to disseminate information. These 13 people represent all five neighborhoods. Some said that public meetings were good only for those who are concerned. Four interviewees from both Rolling Hills and Western Hills said that public meetings were not a good source of getting

information to the public because of schedule conflicts. Few individuals said that FEW had a poor record in gathering the public together when necessary.

Information Repositories: Five interviewees said that information repositories were a good way to obtain information. These five represent Rolling Hills and Western Hills.

Other: Six interviewees said that television and radio media were a good way to distribute information. These six represent Rolling Hills, Fair Acres, Western Hills, and Cox Country. Some mentioned that the media is slanted and not always a reliable source of information.

6. Have public meetings been helpful?

Nine people from Nob Hill, Fair Acres, Western Hills, and Cox Country responded “yes” to this question. Of these, two people thought that the meetings were not frequent enough, and one said that meetings were helpful only for those who are affected. The general feeling was that public meetings are helpful because they give concerned community members a chance to speak to those people that make the decisions.

Five interviewees from Nob Hill, Rolling Hills, and Western Hills said that public meetings were not helpful. Eight of the 22 interviewed had indefinite answers. Two from Western Hills said that they were not concerned and “could not say,” while five, from Rolling Hills and Western Hills, said that they had never attended a public meeting. One interviewee said that public meetings were not helpful because nothing gets done.

7. How often would you like to receive information?

Answers to this question were varied, and interviewees often gave duplicate responses.

Annually—two people from Fair Acres

Biannually—two people living in Nob Hill

Quarterly—12 interviewees representing Nob Hill, Rolling Hills, Fair Acres, and Western Hills

Upon Occurrence—Five interviewees living in Nob Hill, Fair Acres, and Western Hills felt that information should be distributed when something of relative importance happens.

Monthly—one person representing Cox Country

Never—one person living in Western Hills

Indefinite response—one person from Rolling Hills

8. When you need information about the cleanup at FEW, whom do you contact?

FEW: Thirteen interviewees out of the 22 interviewed said that they contacted FEW for cleanup information. These 13 people live in all five of the neighborhoods that were

interviewed. If there came a time to contact someone, most interviewees said that they would contact FEW directly, and some even mentioned a site contact by name.

City: One person from Western Hills said that he would contact the City of Cheyenne about the cleanup.

Hazardous Waste Department: One interviewee from Western Hills said that he would contact the Hazardous Waste Department for information.

Information Line: One person from Western Hills said that he would call information regarding the cleanup.

Neighbors: Two interviewees in Western Hills said that they would contact their neighbors who work at FEW.

Do Not Know: Four people from Fair Acres and Western Hills said that they would not know whom to contact because they had never had to contact anyone.

Indefinite Response: Three people from Rolling Hills and Western Hills gave indefinite responses. Two gave no reply at all, while the third said that he did not need any more information than what the media provides.

9. Are you familiar with the Restoration Advisory Board and what it does?

Five interviewees from Nob Hill, Rolling Hills, and Fair Acres responded “yes” and were aware of the RAB and had an idea about its purpose. Seventeen other people representing the five neighborhoods responded “no.” No interviewees were involved with the RAB at the time of the interviews, but two from Rolling Hills would like to start going to RAB meetings.

10. Whom do you trust for accurate information about FEW activities?

FEW: Sixteen people from all of the five neighborhood said that they trusted FEW.

Neighbors: One person from Nob Hill said he trusted his neighbors for accurate information.

Newspapers: Three people from Rolling Hills and Western Hills said that newspapers were a reliable source of information.

Wyoming Department of Environmental Quality (WDEQ): One person from Western Hills said that he trusted WDEQ for accurate information.

Governor’s Office: One person from Western Hills said that he trusted the Governor’s office for accurate information.

State Senator: One person from Western Hills said that he trusted the State Senator’s office for accurate information.

Not the Media: Three people from Rolling Hills and Western Hills said that information from the media was not reliable.

Not FEW: Two people from Rolling Hills responded that they did not trust FEW for accurate information.

Indefinite Response: Four interviewees from Rolling Hills, Fair Acres, and Western Hills were either uncertain or chose not to respond.

State Agency Responses to Interview Questions

Two state agencies responded to questions asked over the telephone. One agency expressed the opinion that FEW was taking appropriate steps to address site contamination. The other agency disagreed with this opinion. State agency responses to questions were very similar to those of the community.

1. What are your concerns about the FEW cleanup?

Both agencies gave multiple responses. One person felt that the primary concern was water contamination, specifically trichloroethylene in the groundwater. The other said that the law governing the cleanup is the primary concern. Each interviewee also had other concerns, which included water contamination and wildlife.

2. Have you been involved in the process of deciding how the site will be cleaned up?

Both agencies responded “no.”

3. Are you satisfied with the extent of public involvement?

Both agencies responded “yes.”

4. Do you have suggestions about how to improve public involvement and awareness?

One individual felt that FEW provided adequate opportunities to find information. Another individual felt that there should be more published information about what types of contaminants are present, potential impacts from site contaminants, and how sites are prioritized for cleanup.

5. Do you feel that you are receiving adequate information?

Both agencies responded “no.” However, these agencies were not on the site mailing list.

6. What is the best way to get information to area residents?

Newspaper: Both responded that the newspaper was a good way to disseminate information.

Mailers: One interviewee said that mailers were a good way to inform the public.

Public Meetings: One interviewee said that public meetings were helpful, but the other interviewee said that public meetings and television were not a good means to relay information.

Television and Radio: One said that television was good to disseminate information, while the other interviewee said that radio was a good way to get information to area residents.

Unlike the community interviews, information repositories were not mentioned as a way to disseminate information.

7. Have public meetings been helpful?

One interviewee said that public meetings were helpful for those who attend, but the response from the other interviewee was indefinite.

8. How often would you like to receive information?

Both interviewees felt that information should be sent out to the public before remediation begins or when substantial activity is going to occur. One individual said that FEW projects move slowly, and information was not necessary on a regular basis.

9. When you need information about the cleanup at FEW, whom do you contact?

Both interviewees felt that FEW would be able to provide adequate information. Another interviewee also said that the newspaper was a good source of information.

10. Are you familiar with the Restoration Advisory Board and what it does?

One of the interviewees said yes, and the other did not respond.

11. Whom do you trust for accurate information about FEW activities?

One interviewee said that FEW can be trusted for accurate information. The other interviewee mentioned WDEQ and the University of Wyoming for sources of reliable information.

RAB Responses to Interview Questions

Four RAB members mailed in their responses to interview questions. The purpose of many of the questions asked was to solicit responses for improving the RAB. The replies are as follows:

1. What are your concerns about the hazardous waste cleanup at FEW?

Water/Health: Two RAB members stated that their primary concern is water contamination and health issues. One RAB member was concerned that, in accordance with state and federal laws, there was a conflict of interest between safety and cost-effectiveness.

Cleanup Effectiveness: The major concern from two of the RAB members interviewed was the amount of time and money put towards the cleanup process and not the cleanup itself. They were concerned that studies took too much time and money and did not seem to effectively work toward the solution. They further suggested that many RAB members would like to see more action and less study.

2. As a RAB member, you have been involved in the process of helping decide how the site will be cleaned up. Are you satisfied with the extent of your involvement?

Two of the interviewees responded “yes,” and the other two said “no.”

3. Are there areas you feel you need more input?

Two of the interviewees agreed that most of the decisions were made without consent from the RAB and that they were informed about decisions after they are made. One member has been trying to get more involved and has started to attend pre-RAB meeting program reviews.

4. As a RAB member, you regularly receive information about activities at FEW. Are you receiving adequate and understandable information? How might this be improved?

All four RAB members answered “yes” to this question. One respondent felt that there was too much information and that it should be screened out to highlight the most pertinent points.

5. What kind of information do you want to get about FEW activities?

All of the RAB interviewees felt the information received was adequate. Some stated that they wanted just “the facts.” Still one other said that fewer acronyms and more common terms would be helpful.

6. What is the best way to provide information to you?

Mailers: Three interviewees agreed that a mailing before the meetings would be beneficial.

Handouts: Two said that handouts at meetings were good.

Presentations: Three said that presentations were good way to present information.

7. Are you satisfied with the extent of public involvement?

One RAB member responded “yes,” while the other three said “no.”

8. What is the best way to get information to area residents?

Two of the interviewees said that the media was the best way to inform the public, and the other two said that direct mailings were the best way to get information to the public. One mentioned that although media was used regularly to disseminate information, results were poor at best.

9. How often should information be sent to area residents?

Quarterly: Two said that quarterly information was best.

Biannually: One said that biannually would be sufficient.

Upon Occurrence: Two said that information should be sent out when something happens.

10. When you need information about FEW activities, whom do you contact?

All four of the respondents would or do contact FEW personnel directly. Individual names of FEW employees were given.

11. As a RAB member, when you get information, do you share it? With whom?

All four respondents said that they do share information. RAB members indicated that they share information with business contacts, co-workers, supervisors, directors, and social contacts.

12. Whom do you trust for accurate information about FEW activities?

FEW: Two said that FEW can be trusted for accurate information.

USAF: One said that USAF is a reliable source of information.

Co-Chair: One said that the co-chair can be trusted for accurate information, although it was inconclusive who the co-chair represents.

13. As a RAB member, has an individual from the community ever contacted you seeking information about FEW activities?

Two of the interviewees responded “yes,” and the other two “no.” Those who said “yes” stated that a local citizen contacted them for more information, or for another contact.

14. How do you feel about being a RAB member?

Three respondents felt good about participating in the cleanup process and being informed about what was going on. One member said that RAB members had the chance to interject concerns, and another said that they were part of making the environment a better place for the future. There was no response from the fourth RAB interviewee.

15. Do you understand your role as a RAB member?

All four RAB interviewees said “yes.” One interviewee was concerned that the public was not aware of the purpose and function of the RAB.

16. How do you think the RAB could change to improve your involvement?

One RAB member felt that the public should be more involved, and another stated that more city officials should be involved. One RAB member also thought that the changes made in the last year were successful, but information that was too technical or contained too many

acronyms was difficult to comprehend. There was no response from the fourth RAB interviewee.

Comparison of Interview Results to the 1990 Interviews

Although the primary community concerns (i.e., health and water, property value, and environment) were similar to the results from the 1990 CRP interviews, there were a number of differences. The following paragraphs summarize the differences between the 1990 CRP and the 1997 interview results.

- Community Involvement: The 1990 CRP interviews stated that many people expressed a concern of keeping the community informed and involved. Although also mentioned in the most recent interviews, it was not an immediate concern. Most interviewees felt that they were receiving adequate information and were or could get more involved if they desired to.
- Soil Contamination: The 1990 interviews revealed that some community members were worried about children coming in contact with site contaminants while playing near old landfill sites. This issue was not a specific concern expressed in the most recent interviews, although the concern about family health was mentioned frequently in the interviews.
- Downstream Contamination: State officials involved in water resource regulation and development voiced their concern in the 1990 interviews about the potential for downstream contamination. Community members and public officials also mentioned general water and environmental contamination as a concern in the 1997 interviews.
- Downstream Flows: The 1990 CRP interviews indicated that the potential alteration of downstream flows was of concern to State agencies and conservation groups due to possible impacts on water rights and the downstream fishery. Neither public officials, private organizations, nor community members in the 1997 interviews mentioned the water rights issue. Downstream fishery was not directly mentioned either; however, general environmental concerns about wildlife and habitats were specified.
- Water Supplies East of FEW: The 1990 CRP interviews stated that domestic well owners east and north of FEW voiced concern about diminishing groundwater supplies, which at the time was an issue being handled by the Wyoming State Engineer's Office. Diminishing groundwater supplies was not a concern revealed in the 1997 interviews.
- Potential Changes in FEW Land Use Boundaries: Potential changes in FEW land use, FEW gate access, FEW boundaries, or a business adjacent to FEW were mentioned in the 1997 interviews, but not in the 1990 interviews.
- Economic Issues: During the interviews for the 1990 CRP, many people discussed the general economic relationship between FEW and the Cheyenne community. The focus of these comments were the community's reliance on FEW, changes in FEW employment, and potential contracts for local firms. These or other economic concerns were not mentioned in the 1997 interviews.

EXAMPLE INTERVIEW LETTER

Dear Interview Participant,

F.E. Warren Air Force Base (FEW) has been on the “Superfund” National Priorities List since February 1990 because the level of contamination of the groundwater at FEW exceeded applicable regulatory standards. Public involvement has proved to be an important part of the overall process to address the environmental concerns and cleanup process. FEW’s Installation Restoration Program, designed to clean up polluted or contaminated areas on FEW, still has many opportunities for public involvement. A Community Relations Plan (CRP) has been developed to:

- Give the public the opportunity to comment on and provide input to technical decisions
- Inform the public of planned or ongoing actions
- Identify and respond to concerns.

The CRP is based on discussions conducted throughout FEW and Cheyenne community to ensure that the plan is responsive to community needs and concerns.

Your interviewers are:

- Steve VanMiddlesworth, FEW
- Don Stoutt, United States Environmental Protection Agency
- Cheryl Eckhardt, URS Consultants, Inc.

Thank you for your time and cooperation during this interview. If you have any questions or if we may be of further assistance, please call Restoration Management at (307) 773-4355.

APPENDIX D

Restoration Advisory Board List of Members

RESTORATION ADVISORY BOARD (RAB) MEMBERS

AGENCY MEMBERS

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Ed Janay

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Jon Lippincott

Charles Porter

Duane Minear

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Eugene Scherer

Deloris Wright

APPENDIX E

Points of Contact

**POINTS OF CONTACT
INSTALLATION RESTORATION PROGRAM**

Remedial Project Managers

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Commander
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Lt. Col. Steven W. Ditmer
CE Commander
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Mark Warnow
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Terry Anderson
Federal Facilities Program
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Ellie Crandall
Community Involvement
Coordinator
MC: OC
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Wyoming Department of Environmental Quality

Herschler Building 122 West 25 th Street Cheyenne, WY 82002	Kevin Fredrick Water Quality Division 4 th Floor West (307) 777-5985	Gary Beach, Administrator Water Quality Division 4 th Floor West (307) 777-7072
Dennis Hemmer Director 4 th Floor West (307) 777-7938	David Finley, Administrator Solid & Hazardous Waste 4 th Floor West (307) 777-7753	Marisa Latady Solid & Hazardous Waste 4 th Floor West (307) 777-7541
Dan Olsen, Administrator Air Quality Division 4 th Floor West (307) 777-3746	Chad Schlichtemeir Air Quality Division 4 th Floor West (307) 777-5924	

Other State Agencies

Wyoming State Engineer Herschler Building, 4 th Floor East 122 West 25 th Street Cheyenne, WY 82002 (307) 777-7354	Environmental Quality Council Herschler Building 122 West 25 th Street Cheyenne, WY 82002 (307) 777-7170
Director, Wyoming Department of Health Environmental Health Hathaway Building, Room 482 Cheyenne, WY 82002 (307) 777-7656	State Geologist, Geological Survey of Wyoming University of Wyoming P.O. Box 3008 University Station Laramie, WY 82071 (307) 766-2286
Office of State Lands & Investments Herschler Building, 3 rd Floor West 122 West 25 th Street Cheyenne, WY 82002 (307) 777-7331	Director, State Parks & Historical Sites Herschler Bldg., 1 st Floor NE 122 West 25 th Street Cheyenne, WY 82002 (307) 777-6323
Administrator, Wyoming Water Development Commission Herschler Building, 4 th Floor West 122 West 25 th Street Cheyenne, WY 82002 (307) 777-7626	Director, Wyoming Game & Fish Department 5400 Bishop Blvd. Cheyenne, WY 82006 (307) 777-4600

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Cheyenne, WY 82007
(307) 633-4090

Director, Laramie County
Division of Environmental Health
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Cheyenne, WY 82007
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City Planning Office
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Federal Elected Officials

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The Honorable Craig Thomas
United States Senate
Washington, DC 20510
(202) 224-6441

The Honorable Barbara Cubin
U.S. House of Representatives
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State Elected Officials

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State Elected Officials

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(Laramie County Delegation)

E. Jayne Mockler (Dist. 8)
P.O. Box 1857
Cheyenne, WY 82003
(307) 632-5883
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John G. Hanes (Dist. 5)
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Kathryn L. Sessions (Dist. 7)
930 Centennial Dr.
Cheyenne, WY 82001
(307) 634-8314

APPENDIX F

Locations for Meetings and Information Repositories

LOCATIONS FOR PUBLIC MEETINGS IN CHEYENNE, WYOMING

City and County Facilities

1. Civic Center
2101 O'Neil Ave.
Cheyenne, WY 82001
(307) 637-6364
1,500 capacity
Cost: \$400.00
2. Laramie County Community College
1400 E. College Dr.
Cheyenne, WY 82001
(307) 778-1286
Arlene Lockwood

The Center for Conferences and Institutes has various conference and meeting rooms available for use. Prices range from rooms that seat around 30 people for \$5.00 per hour with a cap of \$20.00 for 4 or more hours. A large room (300 people) is \$100.00 for 4 hours or more (anything less than 4 hours is \$50.00). The college has various audio/visual equipment available for a nominal fee.

3. Laramie County Library
2800 Central Ave.
Cheyenne, WY 82001
(307) 634-3561

Exhibit Gallery: Holds 100 people
Pioneer Room: Has a capacity of 25 individuals
Conference Room: Holds 10 people
No fee
4. City Council Chambers
Room 118
Cheyenne Municipal Building
2101 O'Neil Ave.
Cheyenne, WY 82001
(307) 637-6357

Schools

1. Central High School
5500 Education Drive
Cheyenne, WY 82009
(307) 771-2680

The auditorium holds a total of 750 people. It has two “pods” that can be made to accommodate 170 people each. The use of the pods reduces the capacity of the auditorium to 455 individuals. “Common Area” has a capacity of 250 people and provides seating at round tables. There is no rental fee for government use of schools. However, custodians do receive \$20.00 per hour.

2. East High School
2800 E. Pershing Blvd.
Cheyenne, WY 82001
(307) 771-2663

The auditorium holds about 650 people, and the choir room seats about 100 people. The cafeteria will accommodate 250 people.

State Office Buildings

Any meetings held in state office buildings should be coordinated/sponsored by a state agency (such as the Wyoming Department of Environmental Quality) so that charges are not incurred.

1. Emerson Building
2001 Capitol Ave.
Cheyenne, WY 82002
(307) 777-7201

The auditorium holds 791 people on the main level (balcony is not available).

2. Herschler Building
122 West 25th Street
Cheyenne, WY
(307) 777-5910

Conference rooms (1299 and 1699) have theater style or classroom style seating and will hold 110 people.

3. Highway Department
5300 Bishop Blvd.
Cheyenne, WY
(307) 777-4375

Classroom style seating with tables will accommodate 35–40 people. The auditorium holds 254 people.

Commercial Facilities

1. Hitching Post Inn
1700 West Lincolnway
Cheyenne, WY 82001
(307) 638-3301

The main room can accommodate up to 600 individuals. Breakout rooms can hold between 10 and 125 people. Cost: Call for half-day and full-day rates. Prices range from \$20.00 to \$600.00.

2. Holiday Inn
204 W. Fox Farm Road
Cheyenne, WY 82007
(307) 638-4466

Big Horn Room: Classroom- (CR) style seating holds 300 people; theater- (T) style seating accommodates 400 people
South Fork, Laramie, Shoshoni Rooms: CR 72, T 100
Sheridan Room: CR 20, T 40
Saratoga Room: CR 12, T 25
Raw Hide: CR 32 and T 32.
Cost: \$50.00–\$350.00

3. Little America Motel
2800 W. Lincolnway
Cheyenne, WY 82002
(307) 775-8400

Located west of Cheyenne on Lincolnway, at the junction of Interstate Highway 25 and Interstate Highway 80. The room commonly used for RAB meetings accommodates up to 35 people and costs \$75.00. Other rooms can accommodate up to 400 people, and the cost varies for these different facilities accordingly.

F.E. Warren Air Force Base

It is difficult for the general public to access F.E. Warren Air Force Base (FEW), as it is a “closed base” for national security reasons. Visitors to FEW need to have a sponsor to get onto the base. An agency sponsoring a meeting or other function needs to give an access roster to FEW security that lists all of the individuals expected to attend the meeting at FEW. All meetings that may include members of the public will be coordinated with the Public Affairs section at FEW at (307) 775-3381. The Point of Contact to make arrangements for most of FEW facilities is Morale, Welfare and Readiness at (775-2809). Public meetings on FEW will be conducted for the convenience of FEW residents. These meetings will be duplicated at off-base sites for the convenience and accessibility of the nonmilitary community.

Community Center
Building 834
Capacity for 200–250 people

Trail's End Club
Building 401
Capacity for 70-200 people

Theater
Building 150
Capacity for 200–250 people

Information Repositories

An Administrative Record Repository containing documentation of the Installation Restoration Program/Comprehensive Environmental Response, Compensation and Liability Act of 1980 process was established in October 1989 and is maintained at the following locations both on and off base to ensure accessibility.

Laramie County Library
Reference Section
2800 Central Avenue
Cheyenne, WY 82001
(307) 634-3561

90 SW/EM
Environmental Restoration Management
300 Vesle Dr., Suite 600
F. E. Warren AFB, WY 82005-2788
(307) 773-4355

This record is maintained, as required in United States Environmental Protection Agency guidelines, by the Environmental Restoration Section and will be updated quarterly. The Administrative Record Repository also functions as the required information repository.

APPENDIX G

Media

LISTING OF NEWSPAPERS FOR DISPLAY ADVERTISEMENTS

Cheyenne, Wyoming

Wyoming Tribune-Eagle
702 West Lincolnway
Cheyenne, WY 82001

Other Newspapers

Casper Journal
2151 West 13th St.
Casper, WY 82601

Rocky Mountain News
400 W. Colfax
Denver, CO 80204

Casper, Wyoming

Casper Star-Tribune
State Editor
P.O. Box 80
170 Star Lane
Casper, WY 82601

Denver Post
1560 Broadway
Denver, CO 80202

The Sentinel
Production Manager
1810 Westland Road
Cheyenne, WY 82001

LISTING OF ELECTRONIC MEDIA IN WYOMING AREA

Cheyenne, Wyoming

Radio Stations

KRAE-AM
P.O. Box 189
Cheyenne, WY 82003

KFBC-AM & KFBQ-FM
1806 Capitol Ave.
Cheyenne, WY 82001

KLEN-FM
1416 Bradley Ave.
Cheyenne, WY 82001

KMUS-FM
1513 Carey Ave.
Cheyenne, WY 82001

Television Stations

KKTU-TV (K2-Casper)
News Bureau Channel
612 W. 17th
Cheyenne, WY 82001

KGWN-TV Channel 5
2923 E. Lincolnway
Cheyenne, WY 82001

Laramie, Wyoming

Radio Stations

KLDI-AM & KRQU-FM
308 S. 3rd St.
Laramie, WY 82070

KOWB-AM & KCGY-FM
P.O. Box 1290
3525 Soldier Springs Road
Laramie, WY 82070

Casper, Wyoming

Radio Stations

KVOC-AM
P.O. Box 2080
2323 E. 15th St.
Casper, WY 82609

KQLT-FM
218 N. Wolcott St.
Casper, WY 82601

KUYO-AM
P.O. Box 90395
Casper, WY 82601

KTRS-FM
251 West First St.
Casper, WY 82601

KTWO-AM & KMGW-FM
150 N. Nichols Ave.
Casper, WY 82601

Television Stations

KGWC-TV Channel 14
P.O. Box 170
304 N. Center
Casper, WY 82601

KTWO-TV Channel 2
P.O. Box 2720
4710 E. 2nd
Casper, WY 82609

LISTING OF ELECTRONIC MEDIA IN THE DENVER, COLORADO AREA

Radio Stations

KCRF-FM
Attn: News Director
2249 S. Josephine
Denver, CO 80210

KPOF-AM
Attn: News Director
3455 W. 83rd Ave.
Westminster, CO 80030

KDKO-AM
Attn: News Director
2559 Welton
Denver, CO

KHIH-FM
Attn: News Director
8975 E. Kenyon Ave.
Denver, CO

KGNU-FM
Attn: News Director
P.O. Box 885
1900 Folsom
Boulder, CO 80306

KQXI-AM
Attn: News Director
730 W. Hampden Ave.
Englewood, CO 80110

KBCO-AM & FM
Attn: News Director
3500 S. Pearl
Boulder, CO 80301

KUVO-FM
Attn: News Director
P.O. Box 11111
Denver, CO 80211

KOA-AM & KOAQ-FM
Attn: News Director
1380 Lawrence St.
Denver, CO 80204

KBPI-FM & KNUS-AM
Attn: News Director
1380 Lawrence, Suite 1300
Denver, CO 80204

KEZW-AM & KOSI-FM
Attn: News Director
10200 E. Girard Ave., Suite B 130
Denver, CO 80231

KHOW-AM & FM
Attn: News Director
8975 E. Kenyon Ave.
Denver, CO 80237

KLMO-AM
Attn: News Director
P.O. Box 799
614 Kimbark
Longmont, CO 80501

KMJI-FM & KRZN-AM
Attn: News Director
5350 S. Roslyn, Suite 210
Englewood, CO 80111

Television Stations

KCNC-TV (Northern Bureau) channel 4
1611 S. College Ave.
Fort Collins, CO 80521

KCNC-TV Channel 4
Attn: Gov. Affairs Editor
P.O. Box 5012 TA
1044 Lincoln
Denver, CO 80217

KLTT-AM
Attn: News Director
2150 W. 29th Ave.
Denver, CO 80211

KWBI-FM
Attn: News Director
16075 W. Belleview Ave.
Morrison, CO 80465

KQKS-FM
Attn: News Director
9191 Sheridan Blvd., Suite 205
Westminster, CO 80030

KRKS-FM
Attn: News Director
7880 E. Berry Pl.
Greenwood Village, CO

KVOD-FM
Attn: News Director
1560 Broadway, Suite 1100
Denver, CO 80223

KMGH-TV Channel 7
Attn: Gov. Affairs Editor
123 Speer Blvd. (Main)
Denver, CO 80203

KUSA-TV Channel 9
Attn: Gov. Affairs Editor
500 Speer Blvd.
Denver, CO 80204

APPENDIX H

Glossary

GLOSSARY

This glossary defines terms used by F.E. Warren Air Force Base (FEW) representatives, as well as the United States Environmental Protection Agency (EPA), when describing activities under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA, commonly called Superfund), as amended in 1986. The definitions apply specifically to the Superfund program and may have another meaning when used in different circumstances.

Air Stripping: A treatment system that removes or “strips” volatile organic compounds (VOCs) from contaminated groundwater or surface water by forcing an airstream through the water and causing the compounds to evaporate.

Aquifer: An underground formation composed of materials such as sand, soil, or gravel, or bedrock that can store and supply groundwater to wells and springs. Most aquifers used in the United States are within 1,000 feet of the earth’s surface.

Carcinogen: A substance that can cause cancer.

Carbon Adsorption: A treatment system in which contaminants are removed from groundwater or surface water when the water is forced through tanks containing activated carbon, a specifically treated material that attracts the contaminants.

Cleanup: Actions taken to address a release or threatened release of hazardous substances that could affect public health and/or the environment. The term “cleanup” is often used broadly to describe various response actions or phases of remedial responses such as the remedial investigation/feasibility study (RI/FS).

Comment Period: A time period during which the public can review and comment on various documents and actions taken, either by the Department of Defense (DOD) installation or EPA. For example, a comment period is provided when EPA proposes to add sites to the National Priorities List (NPL). Also, a minimum 3-week comment period is held to allow community members to review and comment on a draft feasibility study.

Community Relations (CR): FEW’s program, in conjunction with EPA and the State, to inform and involve the public in the Superfund process and respond to community concerns.

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA): A federal law passed in 1980 and modified in 1986 by the Superfund Amendment and Reauthorization Act (SARA). The acts created a special tax that goes into a trust fund, commonly known as Superfund, to investigate and clean up abandoned or uncontrolled hazardous waste sites. Under the program, EPA can either:

- Pay for site cleanup when parties responsible for the contamination cannot be located or are unwilling or unable to perform the work, or
- Take legal action to force parties responsible for site contamination to cleanup the site or pay back the federal government for the cost of cleanup.

DOD installations use these funds from the DOD budget to close up hazardous waste sites.

Controlled Area: An area that contains a security interest which, if lost, stolen, compromised, or sabotaged, would cause identifiable damage to the command mission or national security. It may also be an exclusion area providing administration control, safety, and protection against sabotage, disruption, or potentially threatening acts.

Endangerment Assessment: A study conducted as a supplement to a remedial investigation (RI) to determine the nature and extent of contamination at a Superfund site and the risks posed to public health and/or the environment.

Enforcement: EPA's efforts, through legal action, if necessary, to force potentially responsible parties (PRP) to perform or pay for a Superfund site cleanup.

Environmental Response Team (ERT): EPA hazardous waste experts who provide a 24-hour technical assistance to EPA regional offices and states during all types of emergencies involving releases at hazardous waste sites and spills of hazardous substances.

Environmental Restoration Account (ERA): An account established by Congress under SARA to fund DOD hazardous waste site cleanups, building demolition, and hazardous waste minimization.

Feasibility Study (FS): See Remedial Investigation/Feasibility Study.

Groundwater: Water found beneath the earth's surface that fills pores between materials, such as sand, soil, or gravel. In aquifers, groundwater occurs in sufficient quantities that it can be used for drinking water, irrigation, and other purposes.

Hazard Ranking System (HRS): A scoring system used to evaluate potential relative risks to public health and the environment from releases of hazardous substances. EPA and states use the HRS to calculate a site score, from 0 to 100, based on the potential release of a hazardous substance from the site through air, surface water, or groundwater and on other factors such as nearby population. This score is the primary factor used to decide if a hazardous waste site should be placed on the NPL. A score of 28.5 or higher will cause a suspect site to be included on the NPL.

Hazardous Substances: A specific list of substances identified in CERCLA regulations as having the potential to harm human health or the environment. Hazardous substances released to the environment in certain quantities must be reported to the National Response Center (NRC) in Washington D.C.

Hazardous Waste: A subset of contaminants identified as hazardous substances that are regulated under the Resource Conservation and Recovery Act (RCRA). These substances may be listed, toxic, corrosive, ignitable, or reactive in air or water.

Hydrology: The science dealing with the properties, movement, and effects of water on the earth's surface, in the soil and rocks below, and in the atmosphere.

Incineration: Burning of certain types of solid, liquid, or gaseous materials under controlled conditions to treat hazardous constituents.

Information Repository: A specific location containing current information, technical reports, and reference documents regarding a Superfund site. The information repository is usually located in a public building, such as a public library, city hall, or school, that is convenient for local residents.

Installation Restoration (IR): Department of Defense program funded by the ERA to assess and clean up old hazardous waste sites.

Inorganic: Description of material composed of minerals, including elemented salts and metals such as iron, aluminum, mercury, and zinc. Inorganic materials do not contain carbon.

Interim Action: An action taken as one part of an overall site cleanup. For example, a carbon absorption system could be installed to halt rapidly spreading groundwater contaminants, while a more comprehensive and long-term RI/FS is underway. A number of interim actions can be used in the course of a site cleanup.

Leachate: A contaminated liquid resulting when water percolates (trickles) through waste materials and collects components of those wastes. Leaching may occur at landfills and may result in hazardous substances entering soil, surface water, or groundwater.

Lead Agency: The agency, such as DOD, EPA, or the State that is primarily responsible for assuring compliance with all aspects of the CERCLA process.

Maximum Contaminant Level: Maximum concentrations of contaminants allowed in drinking water under the Safe Drinking Water Act.

Monitor Wells: Special wells drilled at specific locations on or off a hazardous waste site where groundwater can be sampled at selected depths and studied to determine such things as the direction in which groundwater flows and the type and amounts of contaminants present.

National Oil and Hazardous Substances Contingency Plan: The federal regulations that guide the Superfund program.

National Priorities List (NPL): Federal list of uncontrolled or abandoned hazardous waste sites using money from Superfund. The list is based primarily on the score a site received on the HRS. EPA is required to update the NPL at least once a year.

National Response Center (NRC): The center operated by the United States Coast Guard that receives and evaluates reports of oil and hazardous substance releases into the environment and notifies the appropriate agency(s). The NRC can be contacted 24 hours a day, toll free at (800) 424-8802.

National Response Team (NRT): Representatives of 12 federal agencies that coordinate federal responses to nationally significant pollution incidents and provide advice and technical assistance to the responding agency(s).

On-Scene Coordinator (OSC): The federal official who coordinates and directs Superfund removal actions.

Operable Unit (OU): Study areas defined at Superfund sites. An OU may be based on a particular contaminant, a contaminated environmental medium (such as soil or groundwater), or a geographical location.

Operation and Maintenance (O&M): Activities conducted at a site after a response action occurs to insure that the cleanup or containment system is functioning properly.

Organic: Description of material composed of carbon, including such materials such as solvents, oil, and pesticides, that are not easily dissolved in water.

Parts Per Billion (ppb)/Part Per Million (ppm): Units commonly used to express low concentrations of contaminants. For example, 1 ounce of any contaminant in 1 million ounces of water is 1 ppm; 1 ounce in 1 billion ounces of water is 1 ppb. If one drop of contaminant is mixed in a competition-size swimming pool, the water will contain about 1 ppb of the contaminant.

Perched: Groundwater separated from the underlying water table by a zone of impervious material.

Preliminary Assessment (PA): The process of collecting and reviewing available information about a known or suspected hazardous waste site or release. EPA or state personnel use this information to determine if the site requires further study. If further study is needed, a site inspection is undertaken.

Proposed Plan: The Proposed Plan provides a brief summary of all of the alternatives studied in the detailed analysis phase of the RI/FS and highlights the key factors that led to the identification of the preferred alternative. The preferred alternative for a site is presented to the public in a Proposed Plan. The Proposed Plan is made available for public comment, in addition to the RI/FS and the other information, in the Administrative Record.

Quality Assurance/Quality Control: A system of procedures, checks, audits, and corrective actions used to assure that data are of sufficient quality to support conclusions.

Record of Decision (ROD): A public document that explains which cleanup alternative(s) will be used at NPL sites. The ROD is based on information and technical analysis generated during the RI/FS and consideration of public comments and community concern.

Regional Response Team: Representatives of federal, state, and local agencies who may assist in coordination of activities at the request of the OSC or remedial design of the selected cleanup alternative at a site on the NPL.

Remedial Action (RA): The actual construction or implementation phase that follows the remedial design of the selected cleanup alternative at a site on the NPL.

Remedial Design (RD): An engineering phase that follows the ROD when technical drawing and specifications are developed for the subsequent RA at a site on the NPL.

Remedial Investigation/Feasibility Study (RI/FS): Two distinct but related studies. They are usually performed at the same time and together referred to as the "RI/FS." They are intended to:

- Gather the data necessary to determine the type and extent of contamination at the Superfund site
- Establish criteria for cleaning up the site
- Identify and screen cleanup alternatives for RAs
- Analyze in detail the technology and costs of the alternatives.

Remedial Project Manager (RPM): USAF, EPA, and state officials responsible for overseeing and coordinating remedial response activities.

Remedial Response: A long-term action that stops or substantially reduces a release or threatened release of hazardous substances that may pose a risk to public health and/or the environment.

Removal Action: An immediate action taken over the short-term to address a release or threatening release of hazardous substances.

Resource Conservation and Recovery Act (RCRA): A federal law that establishes a regulatory system to track hazardous waste from the time of generation to disposal. The law requires safe and secure procedures to be used in treating, transporting, storing, and disposing of hazardous waste. RCRA is designed to prevent new, uncontrolled hazardous waste sites. RCRA hazardous wastes are also CERCLA hazardous substances.

Response Action: Authorized action at a Superfund site involving either a short-term remedial response that may include, but is not limited to, the following activities:

- Removing hazardous substances from a site to approved treatment, storage, or disposal facilities (TSD)
- Containing the waste safely on site to eliminate further problems
- Destroying or treating the waste on site using appropriate and approved technologies
- Identifying and removing sources of groundwater contamination and mitigating further movement of the contaminants.

Responsiveness Summary: A summary of oral and/or written public comments received by the lead agency during a comment period on key documents, along with the lead agency's responses to those comments. The responsiveness summary is especially valuable during the ROD phase at a site on the NPL when it highlights community concerns for decision makers.

Risk Assessment: An evaluation performed as part of the RI to assess conditions at a Superfund site and determine the risk posed to public health and/or the environment by individual or groups of hazardous substances.

Selected Alternative: The cleanup alternative selected for a site on the NPL based on technical feasibility, permanence, reliability, and cost. The selected alternative does not require EPA to choose the least expensive alternative. It requires that if there are several cleanup alternatives available that deal effectively with the problems at a site, EPA must choose the remedy on the basis of permanence, reliability, and cost.

Site Inspection: A phase that follows a PA designed to collect more extensive information on a CERCLA site. The information is used to score the site with the HRS to determine whether further action is needed.

Superfund: The common name used for CERCLA, also referred to as the Trust Fund.

Superfund Amendment and Reauthorization Act (SARA): Modifications to the CERCLA, enacted on October 17, 1986.

Surface Water: Bodies of water that are aboveground, such as rivers, lakes, ponds, and streams.

Toxicology: The study of the nature, effects, and detection of toxic substances.

Treatment, Storage, and Disposal (TSD) Facility: Any building, structure, or installation where a hazardous waste has been treated, stored, or disposed. TSD facilities are permitted and approved by EPA and states under RCRA.

Volatile Organic Compound (VOC): An organic (carbon-containing) compound that evaporates (volatilizes) readily at room temperature.

APPENDIX I

Response to Comments

(Comments received on June 2000 CRP Update)

**RESPONSE TO COMMENTS RECEIVED FROM EPA ON
DRAFT FINAL COMMUNITY RELATIONS PLAN (JUNE 2000)**

COMMENT: Page 3-4, Sec. 3.2.5, Western Hills: Western Hills residents were also strongly concerned about dust, which resulted in FEW augmenting dust control practices during excavations. This discussion also does not identify the meetings and discussions (which were community involvement activities) which ultimately brought ATSDR into the picture. If I were one of the residents involved and then read this as written, I would feel as if the whole thing were more or less blown off. Also, FEW should credit itself for participating in the meetings and discussions. This does not need to be a big write-up. However, I think a paragraph or two which also dovetails into the ATSDR discussion (cross reference?) is appropriate.

RESPONSE: The following section was added under Section 2.2 discussing the Public Health Assessment:

"2.2.6 Public Health Assessment. In 1999, the Agency for Toxic Substances and Disease Registry (ATSDR) conducted a public health assessment (PHA) at FEW to evaluate exposure pathways and to respond to community concerns about past, current, and potential future exposures to contaminants originating at FEW. In performing the PHA, ATSDR reviewed available data from FEW, EPA, the State of Wyoming, and the City of Cheyenne. ATSDR also spoke with community members about their health concerns. The conclusion of the review is that the base poses no apparent public health hazard, as documented in the Public Health Assessment Report (U.S. Department of Health and Human Services, 9 December 1999)."

In Paragraph 3.2.5, discussing concerns of Western Hills residents, the following paragraph was added:

- ***"Dust: In January 1999 the ATSDR conducted public availability meetings in the communities surrounding FEW. During these meetings residents of Western Hills expressed a concern over the possibility that dust from the FEW borrow area may adversely affect the health of the residents. After a detailed review of available information the ATSDR concluded that the dust did not pose any apparent public health hazard. (U.S. Department of Health and Human Services, 9 December 1999)."***

Finally, language discussing the community interviews held as part of the Public Health Assessment conducted by ATSDR was added at various points within the document.

COMMENT: Page 4-2, Sec. 4.3.1, Information Repositories. There is a paragraph discussing some OUs having obvious interest to special groups. There is one other activity which I know we've done, at least in the case of Pete Layborn (interest is Crow Creek): We actually invited him to attend meetings of the project managers where his interest was discussed. Also site tours for him. I'd like to recognize this. The down side may be setting up an expectation we will be able to please everyone in this respect (when we cannot). Perhaps phrasing to the effect of: "In some cases..."

RESPONSE: Changes were made to Section 3.2.12 and 4.3.1 to add information regarding involvement of the Crow Creek Greenway Project interest group.

COMMENT: Please note: All EPA Region 8 addresses now should show Suite 300 (formerly 500).

RESPONSE: Changes were incorporated throughout the document as noted.

COMMENT: Pg. 1-1, 3rd paragraph has words missing. After "remedial selection," it should say: "remedial design/remedial action."

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 4-1, last graph re display ads in Cheyenne newspaper. Is omission of Casper Star-Tribune a change in policy or an oversight? Cheyenne paper alone meets CERCLA requirements; 1998 CRP lists both papers.

RESPONSE: Historically, display ads were included in the Cheyenne and Casper papers, as stated by the earlier versions of the CRP. However, the current policy is to include display ads in the Cheyenne newspaper only.

COMMENT: Pg. 4-3 4.3.3 re mailing list should say: "The mailing list . . . is continually updated . . ." Continuously means ceaselessly.

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 4-4 4.3.6, 3rd graph, last sentence: "More recent versions . . . and include maps . . ." [not includes]

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 4-5 4.3.8 [this is admittedly picky but . . .] in keeping with the '98 White House Plain Language Directive, this sentence could say: "When upcoming activities may affect a certain community, mailings are sent to that community with information about the activities (description, schedule, contacts)." [Old English teachers never die . . .]

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 5-4 Table 5C, in Pre-ROD Significant Changes column: When a public comment period is required (see *footnote in Table 5A), a check is needed in the Mailing List row. A mailing to the affected public is recommended. In the Public Meetings row, check marks are needed in the NPL Additions and NPL Deletions columns (see pg. 5-10 in the When paragraph).

RESPONSE: Changes incorporated as noted.

COMMENT: Pg. 5-6 5.2.1 "One Environmental . . . and respond to the media." [not responds]

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 5-7 5.2.3 2nd pt. under How: "Public involvement . . . are continually evaluated." [not is]

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 5-10 5.2.9 under Description: "Public notices . . . that announce FEW decisions . . ." [the boilerplate that says "agency decisions" refers to EPA]

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 5-11 5.2.10, under both Description and How paragraphs, the term agency should be replaced with FEW. [it might be a good idea to run a Find and Replace function for those two]

RESPONSE: Changes incorporated as noted.

COMMENT: Pg. 5-12 1st graph, When -- This graph gives the old RAB meeting schedule and needs to be amended to reflect the current alternate-month sked in winter.

RESPONSE: Change incorporated as noted.

COMMENT: Key Point: Pg. 5-12 5.2.12 re TAPPs -- In the '98 CRP, this section described a TAG. TAPP is equally appropriate, but the description is not the same. EPA TAG's have been allotted in segments up to \$50,000; TAPPs are awarded at \$25,000 per year, to a maximum of \$100,000. It might be useful to mention TAGs too, as they are also available, but under How, the third point needs to be amended. TAG tech advisors are never assigned. TAG groups select and hire their own TAs. The When section needs clarification. Did FEW conduct outreach in 1990 re TAGs or TAPPs? They are not interchangeable.

RESPONSE: The document was revised to include a separate section addressing the TAG and the TAPP. The distinctions included in the comment were incorporated into the appropriate section of the document.

COMMENT: Pg 5-12 5.3.1 under Description 1st sentence could say: "The mailing list includes . . ."

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 5-14 5.3.5. under How -- Isn't the report also sent to the RAB?

RESPONSE: The text was revised as follows:

"The report is distributed to all parties on the mailing list, which includes the RAB members."

COMMENT: Pg. 5-17 5.4.2. under When -- It might be useful to say when the briefing book was last updated for the media, or how often it's done. The Casper Star-Trib reporter who called me about the 9/26 RAB meeting had no info on the IRP at all.

RESPONSE: Reference to the briefing book has been removed throughout the document.

COMMENT: -- 5.4.3 under How -- "The media are notified."

RESPONSE: Change incorporated as noted.

COMMENT: -- 5.4.4 under Description -- as other sections with plural headings begin in the plural, this one should begin: "These are informals meetings . . ."

RESPONSE: Change incorporated as noted.

COMMENT: Pg. 5-18 5.4.6 under When -- as this is a CRP update, it might be good to mention that 2 [more?] site tours have been given since the last update.

RESPONSE: Change incorporated as noted.

COMMENT: Pg. E-1 RAB list -- on Rob Stites's address, change Suite 500 to 300.

RESPONSE: Change incorporated throughout document as noted.

COMMENT: Pg. F-1 under USEPA - Region 8 now uses 8 instead of VIII; the suite is 300; William Yellowtail is Regional Administrator [Rebecca was only acting in his absence]; The suite # doesn't go after the title, the mail code does: MC: RA; Under Rob Stites's title the mail code is MC: EPR-F; and mine is MC: OC The 800 phone #s need extensions. Rob's is ext. 6658, mine is ext. 6621.

RESPONSE: Changes incorporated as noted.

COMMENT: Pg. G-3 As Little America is the actual meeting site, it would be useful to list its costs and capacities, rather than all the Holiday Inn material, or in addition to.

RESPONSE: Change incorporated as noted.

COMMENT: A thought on length: a CRP does not really need an extensive history of the cleanup work like that in appendix B.

RESPONSE: Appendix B has been deleted.